ENFORCEMENT ACTION AGAINST
WATERS AT SUNRISE, LP WITH
RESPECT TO WATERS AT SUNRISE
(HOME # 1002231 / HTC # 1002231 /
CMTS # 5046)

BEFORE THE
TEXAS DEPARTMENT OF
HOUSING AND
COMMUNITY AFFAIRS

AGREED FINAL ORDER

General Remarks and official action taken:

On this 22nd day of March, 2018, the Governing Board ("Board") of the Texas Department of Housing and Community Affairs ("TDHCA" or "Department") considered the matter of whether enforcement action should be taken against **WATERS AT SUNRISE, LP,** a Texas limited partnership ("Respondent").

This Agreed Order is executed pursuant to the authority of Tex. Gov't Code §2001.056, which authorizes the informal disposition of contested cases. In a desire to conclude this matter without further delay and expense, the Board and Respondent agree to resolve this matter by this Agreed Final Order. The Respondent agrees to this Order for the purpose of resolving this proceeding only and without admitting or denying the findings of fact and conclusions of law set out in this Order.

Upon recommendation of the Enforcement Committee, the Board makes the following findings of fact and conclusions of law and enters this Order:

WAIVER

Respondent acknowledges the existence of their right to request a hearing as provided by Tex. Gov't Code § 2306.044, and to seek judicial review, in the District Court of Travis County, Texas, of any order as provided by Tex. Gov't Code § 2306.047. Pursuant to this compromise and settlement, the Respondent waives those rights and acknowledges the jurisdiction of the Board over Respondent.

FINDINGS OF FACT

Iurisdiction:

- 1. During 2014, Respondent was awarded a HOME loan in the total amount of \$4,000,000 and an allocation of Low Income Housing Tax Credits in the annual amount of \$849,356 by the Board to build and operate Waters at Sunrise ("Property") (HOME No. 1002231 / HTC No. 1002231 / CMTS No. 5046 / LDLD No. 710).
- 2. In connection with the tax credit allocation, Respondent signed a land use restriction agreement ("LURA") regarding the Property. The LURA was effective October 10, 2016, and filed of record at Document Number 2016117861 of the Official Public Records of Real Property of Williamson County, Texas ("Records").

- 3. In connection with the HOME funding, Respondent signed a land use restriction agreement ("LURA") regarding the Property. The LURA was effective May 6, 2015, and filed of record at Document Number 2015037310 of the Records.
- 4. Respondent is subject to the regulatory authority of TDHCA.

Compliance Violations¹:

- 5. A Fair Housing Team desk review was conducted electronically on August 25, 2017, to determine whether Respondent was in compliance with affirmative marketing requirements. A letter was issued August 25, 2017, setting a November 23, 2017, corrective action deadline, corrective action deadline however, Respondent failed to provide a fully compliant affirmative marketing plan before the deadline, a violation of 10 TAC §10.617 (Affirmative Marketing), which requires developments to maintain an affirmative marketing plan that meets minimum requirements and to distribute marketing materials to selected marketing organizations that reach groups identified as least likely to apply and to the disabled. This finding remains unresolved.
- 6. The following violations remain outstanding at the time of this order:
 - a. Affirmative marketing violation described in finding of fact #5;

CONCLUSIONS OF LAW

- 1. The Department has jurisdiction over this matter pursuant to Tex. Gov't Code §\$2306.041-.0503, and 10 TAC Chapter 2.
- 2. Respondent is a "housing sponsor" as that term is defined in Tex. Gov't Code \$2306.004(14).
- 3. Pursuant to IRC §42(m)(1)(B)(iii), housing credit agencies are required to monitor for noncompliance with all provisions of the IRC and to notify the Internal Revenue Service of such noncompliance.
- 4. Respondent violated 10 TAC §10.617 in 2017, by failing to provide a complete affirmative marketing plan;
- 5. Because Respondent is a housing sponsor with respect to the Property, and has violated TDHCA rules, the Board has personal and subject matter jurisdiction over Respondent pursuant to Tex. Gov't Code §2306.041 and §2306.267.
- 6. Because Respondent is a housing sponsor, TDHCA may order Respondent to perform or refrain from performing certain acts in order to comply with the law, TDHCA rules, or the

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¹ Within this Agreed Final Order, all references to violations of TDHCA Compliance Monitoring rules at 10 TAC Chapters 10 and 60 refer to the versions of the code in effect at the time of the compliance monitoring reviews and/or inspections that resulted in recording each violation. All past violations remain violations under the current code and all interim amendments.

- terms of a contract or agreement to which Respondent and TDHCA are parties, pursuant to Tex. Gov't Code §2306.267.
- 7. Because Respondent has violated rules promulgated pursuant to Tex. Gov't Code § 2306.053 and has violated agreements with the Agency to which Respondent is a party, the Agency may impose an administrative penalty pursuant to Tex. Gov't Code §2306.041.
- 8. An administrative penalty of \$500 is an appropriate penalty in accordance with 10 TAC 10 TAC Chapter 2.

Based upon the foregoing findings of fact and conclusions of law, and an assessment of the factors set forth in Tex. Gov't Code §2306.042 to be considered in assessing such penalties as applied specifically to the facts and circumstances present in this case, the Board of the Texas Department of Housing and Community Affairs orders the following:

IT IS HEREBY ORDERED that Respondent is assessed an administrative penalty in the amount of \$500, subject to deferral as further ordered below.

IT IS FURTHER ORDERED that onsite property management staff at Waters at Sunrise, with the exception of maintenance personnel, shall attend at least 8 hours of income eligibility training offered by either TDHCA or the Texas Apartment Association, and submit completion certificates to the Department via CMTS on or before June 20, 2018. Registration for these courses is available at http://www.tdhca.state.tx.us/pmcomp/COMPtrain.html or http://www.tdaa.org/events/.

IT IS FURTHER ORDERED that onsite property management staff at Waters at Sunrise, with the exception of maintenance personnel, shall complete fair housing training by either: (A) participating in the Fair Housing Overview Webinar on April 10, 2018, at http://www.tdhca.state.tx.us/fair-housing/announcements.htm), or (B) watching the 2015 Tenant Selection Criteria Webinar Presentation and the 2015 Affirmative Marketing Requirements Webinar Video at http://www.tdhca.state.tx.us/pmcomp/presentations.htm). Upon completion of either (A) or (B), submit a signed letter via CMTS on or before June 20, 2018, certifying completion.

IT IS FURTHER ORDERED that Respondent shall fully correct the file monitoring violations as indicated in the exhibits and submit full documentation of the corrections to TDHCA on or before June 20, 2018.

IT IS FURTHER ORDERED that if Respondent timely and fully complies with the terms and conditions of this Agreed Final Order, correcting all violations as required, the satisfactory performance under this order will be accepted in lieu of the assessed administrative penalty and the full amount of the administrative penalty will be deferred and forgiven.

IT IS FURTHER ORDERED that if Respondent fails to satisfy any conditions or otherwise violates any provision of this order, or the property is sold before the terms and conditions of this Agreed Final Order have been fully satisfied, then the full administrative penalty in the amount of \$500 shall be immediately due and payable to the Department. Such payment shall be made by cashier's check payable to the "Texas Department of Housing and Community Affairs" upon the earlier of (1) within thirty days of the date the Department sends written notice to Respondent that

it has violated a provision of this Order, or (2) the property closing date if sold before the terms and conditions of this Agreed Final Order have been fully satisfied.

IT IS FURTHER ORDERED that corrective documentation must be uploaded to the Compliance Monitoring and Tracking System ("CMTS") by following the instructions at this link: http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf. After the upload is complete, an email must be sent to Ysella Kaseman at ysella.kaseman@tdhca.state.tx.us to inform her that the documentation is ready for review. If it comes due and payable, the penalty payment must be submitted to the following address:

If via overnight mail (FedEx, UPS):	If via USPS:
TDHCA	TDHCA
Attn: Ysella Kaseman	Attn: Ysella Kaseman
221 E 11 th St	P.O. Box 13941
Austin, Texas 78701	Austin, Texas 78711

IT IS FURTHER ORDERED that Respondent shall follow the requirements of 10 TAC §10.406, a copy of which is included at Exhibit 2, and obtain approval from the Department prior to consummating a sale of the property, if contemplated.

IT IS FURTHER ORDERED that the terms of this Agreed Final Order shall be published on the TDHCA website.

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Approved by the Governing Board of TDHCA on March 22, 2018.

By: /s/ J.B. Goodwin

Name: <u>J.B. Goodwin</u>

Title: Chair of the Board of TDHCA

By: /s/ James "Beau" Eccles

Name: <u>James "Beau" Eccles</u>

Title: Secretary of the Board of TDHCA

THE STATE OF TEXAS

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COUNTY OF TRAVIS

Before me, the undersigned notary public, on this <u>22nd</u> day of <u>March</u>, 2018, personally appeared <u>J.B. Goodwin</u>, proved to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

/s/ Peggy M. Henderson Notary Public, State of Texas

THE STATE OF TEXAS

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COUNTY OF TRAVIS

Before me, the undersigned notary public, on this <u>22nd</u> day of <u>March</u>, 2018, personally appeared <u>James "Beau" Eccles</u>, proved to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

/s/ Peggy M. Henderson Notary Public, State of Texas

STATE OF TEXAS §	
COUNTY OF <u>Dallas</u> §	
on this day personally appeared <u>Michael N</u> to be the p instrument, and acknowledged to me that consideration therein expressed, who being b	
 "My name is <u>Michael N. Nguyen</u>, I am personally acquainted with the facts herein 	of sound mind, capable of making this statement, and stated.
Respondent, owner of the Property, wh	Respondent. I am the authorized representative of ich is subject to a Land Use Restriction Agreement of Texas, and I am duly authorized by Respondent to
	ters into this Agreed Final Order, and agrees with and ne foregoing Agreed Order by the Board of the Texas Affairs."
RESP	ONDENT:
WATI	ERS AT SUNRISE, LP, a Texas limited partnership
	HF-WATERS AT SUNRISE, LLC, a Texas limited ability company, its general partner
	By: /s/ Michael N. Nguyen
	Name: Michael N. Nguyen
	Title: President
Given under my hand and seal of office this _	11 th day of <u>April</u> , 2018.
/s/ Lydra Borja Escalante Signature of Notary Public	_
Lydra Borja Escalante Printed Name of Notary Public	_
NOTARY PUBLIC IN AND FOR THE ST My Commission Expires: <u>April 13, 2021</u>	ATE OF <u>Texas</u>

Exhibit 1

File Monitoring Violation Resources and Instructions

Resources:

1. Refer to the following link for all references to the rules at 10 TAC §10 that are referenced below:

http://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=10&sch=F&rl=Y

2. Refer to the following link for copies of forms that are referenced below:

http://www.tdhca.state.tx.us/pmcomp/forms.htm

3. Technical support and training presentations are available at the following links:

Affirmative Marketing Webinar: http://www.tdhca.state.tx.us/pmcomp/presentations.htm

Affirmative Marketing Technical Assistance: http://www.tdhca.state.tx.us/pmcdocs/AMT-Assistance-Guide.pdf

FAQ's: http://www.tdhca.state.tx.us/pmcomp/compFaqs.htm

- 4. **All corrections must be submitted via CMTS:** See link for steps to upload documents http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf.
- 5. **Important note -** Do not backdate any documents listed below.

Instructions:

6. Affirmative marketing plan – An affirmative marketing plan was received on 1/26/2018 in response to an administrative penalty informal conference notice, but the plan was not signed or dated, did not include evidence of outreach to all organizations identified in the plan, and advertising materials that were included did not include required language relating to contact information in English and Spanish for prospective tenants for which a reasonable accommodation is needed to complete the application process. A subsequent response was submitted on 2/26/2018, the day before an informal conference with the Enforcement Committee, but was submitted too late for it to be reviewed and considered during the informal conference.

How to correct: Technical support and full instructions are provided in the following pages. Review your 2/26/2018 submission and use the instructions below as a checklist to verify that it is complete. If it is complete, you may request a review. If it is not complete, submit a new affirmative marketing plan, a copy of the affirmative marketing web tool verifying groups identified as least likely to apply (or a copy of your own analysis supporting the groups identified as being least likely to apply), and copies of outreach marketing materials to all organizations listed in your plan.

<u>Technical Support:</u> First read the rule at 10 TAC §10.617, read the technical assistance guide at http://www.tdhca.state.tx.us/pmcdocs/AMT-Assistance-Guide.pdf, and watch the webinar at http://www.tdhca.state.tx.us/pmcomp/presentations.htm, to gain a general understanding regarding affirmative marketing. Next, review the following list of frequent problems observed, which include, but are not limited to:

- Not using HUD Form 935.2A;
- Not correctly identifying populations "least likely to apply". In general, those populations that are least likely to apply *might* include: White, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, Persons with Disabilities, Families with Children, and Other. Analysis is required to determine which of these groups are least likely to apply;
- Not affirmatively marketing to the disabled. All properties must market to the disabled population;
- Not correctly identifying organizations that are specifically associated with groups identified as "least likely to apply". For example, marketing to the Housing Authority or placing ads in Craigslist would be considered general marketing, not affirmative marketing, because both serve all persons living in the area;
- Not including evidence of special outreach efforts, such as marketing letters, to those "least likely to apply" populations through specific media, organizations, or community contacts that work with "least likely to apply" populations or work in areas where "least likely to apply" populations live;
- Not including a sentence in English and Spanish in the outreach marketing materials that prospective tenants can access if reasonable accommodations are needed to complete the application process; and
- Not including consideration regarding how Limited English Proficiency may affect populations that are least likely to apply, and not including ways to mitigate language barriers related to advertising and community outreach.

Steps to complete an affirmative marketing plan:

- a. Identify the appropriate housing market in which outreach efforts will be made;
- b. Determine the groups that are least likely to apply and mark them in your plan. The Affirmative Marketing Web Tool referenced at 10 TAC §10.617(d)(5) to determine groups that are least likely to apply is available online at: http://www.tdhca.state.tx.us/pmcomp/forms.htm. The groups *currently* identified by the tool are Persons with Disabilities. A copy of the tool is attached and may be relied upon if you include a copy with your plan.

Alternatively, if you do not use the Tool, you may perform your own analysis to determine groups that are least likely to apply, but you must perform and document a reasonable analysis by which those groups were identified, you must always include persons with disabilities, and populations representing less than 1% of the total population of the County or MSA will not be required in your affirmative marketing. This analysis must be included with the plan.

c. Identify in your plan specific organizations, media, and community contacts in the housing market to send marketing outreach materials. The organizations must specifically reach those groups designated as least likely to apply. The Tool provides a link to a map that will show which Census tracts may be most beneficial for affirmative marketing. The census tracts provided for outreach consideration represent nearby neighborhoods identified in the U.S. Census as having the greatest number of the groups who are least likely to apply at your development based on its location. The identified neighborhoods may represent a first step for planning meaningful outreach and marketing for your development.

Examples:

- i. Least likely to apply population People with disabilities:
 - 1. Local Center for Independent Living ("CIL") serve persons with all disability types. Not all counties are covered http://www.txsilc.org/page CILs.html
 - 2. Aging and Disability Resource Center ("ADRC") intake and referral for persons with physical, intellectual, or developmental disabilities all counties are covered: https://www.dads.state.tx.us/contact/search.cfm
 - 3. Local Intellectual and Developmental Disability Authority (LIDDA) serves persons with intellectual, or developmental disabilities all counties are covered: https://www.dads.state.tx.us/contact/search.cfm
 - 4. Local Mental Health Authority (LMHA) serves persons with Mental Illness and Substance Use disorders all counties are covered: https://www.dshs.texas.gov/mhservices-search/
 - 5. Local non-profits in your area serving people with disabilities
 - 6. Call 211 and ask about resources for people with disabilities in your area, reach out to groups serving people with disabilities in your community
- ii. Least likely to apply population White:
 - 1. Examples of acceptable community contacts might include community centers, places of worship, libraries, grocery stores in census tracts with a high concentration of the racial group. In TDHCA's Web Tool, these areas are listed under "tracts for outreach consideration"
- iii. Least likely to apply population Asian:
 - 1. Local Asian real estate association
 - 2. Local Asian Chamber of Commerce
 - 3. Local Asian American Resource Center
 - 4. Local organizations serving the Asian community
 - 5. Community centers, places of worship, libraries, grocery stores in census tracts with a high concentration of the racial group. In TDHCA's Web Tool, these areas are listed under "tracts for outreach consideration"
- iv. Least likely to apply population Black/African American:
 - 1. Local Black/African American Chamber of Commerce
 - 2. Local Black/African American Professionals Social Network
 - 3. Weekly Black/African American newspaper / website for a city
 - 4. Local community center or YMCA in a historically black/African American neighborhood;

- 5. Community centers, places of worship, libraries, grocery stores in census tracts with a high concentration of the racial group. In TDHCA's Web Tool, these areas are listed under "tracts for outreach consideration"
- v. Least likely to apply population Hispanic:
 - 1. Local Hispanic Chamber of Commerce
 - 2. Local Young Hispanic Professional Association
 - 3. The Hispanic Alliance
 - 4. Mexican American Cultural Center
 - 5. Local Spanish language publications
 - 6. Community centers, places of worship, libraries, grocery stores in census tracts with a high concentration of the racial group. In TDHCA's Web Tool, these areas are listed under "tracts for outreach consideration"
- vi. Least likely to apply population Not Hispanic:
 - 1. Community centers, places of worship, libraries, grocery stores in census tracts with a high concentration of the racial group. In TDHCA's Web Tool, these areas are listed under "tracts for outreach consideration"
- d. Complete and execute an affirmative marketing plan using any version of HUD Form 935.2A, including the groups and organizations identified above;
- e. Comply with all requirements of 10 TAC §10.617, which we recommend using as a checklist;
- f. Ensure that your plan includes a section considering how Limited English Proficiency may affect populations least likely to apply, and including ways you plan to mitigate language barriers related to advertising and community outreach. Such information should be included in the Plan as an additional consideration, or as an attachment to the Plan. Some sample information that may be useful for preparation is available at http://www.tdhca.state.tx.us/pmcdocs/LAP-Guide.doc;
- g. Send marketing outreach materials to the identified organizations, ensuring that said marketing materials comply with all requirements of 10 TAC §10.617. Remember that 10 TAC §10.617(f)(5) requires marketing materials to include the Fair Housing Logo and give contact information that prospective tenants can access if reasonable accommodations are needed in order to complete the application process. This contact information sentence must include the terms "reasonable accommodation" and must be in English and Spanish. Here is a sample of an acceptable sentence recently included in marketing materials from another property: "Individuals who need to request a reasonable accommodation to complete the application process should contact the apartment manager at XXX-XXX-XXXX. Personas con discapacidad que necesitan solicitar un acomodacion razonable para completer el proceso de aplicacion deben comunicarse con el Administrador del apartment al XXX-XXX-XXXX."
- h. Look over the "10.617 (affirmative marketing)" tab of the spreadsheet at the following link, which provides details regarding how TDHCA monitors for this item so that you can check over your work before submission: http://www.tdhca.state.tx.us/pmcdocs/OnsiteMonitoringForms.xlsx

What to submit: Once your Affirmative Marketing plan *and* outreach materials are complete, the owner must review them, sign and date the plan, then submit: the complete Affirmative Marketing Plan, the affirmative marketing tool (or other evidence of how least likely to apply populations were identified), and copies of outreach marketing materials to all organizations identified in the plan.

[AFFIRMATIVE MARKETING TOOL FIGURE IS NOT IN AN ACCESSIBLE FORMAT AND IS INTENTIONALLY OMITTED FROM WEB VERSION OF AGREED FINAL ORDER]

Exhibit 2:

Texas Administrative Code

TITLE 10 COMMUNITY DEVELOPMENT

PART 1 TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CHAPTER 10 UNIFORM MULTIFAMILY RULES

SUBCHAPTER E POST AWARD AND ASSET MANAGEMENT REQUIREMENTS

RULE \$10.406 Ownership Transfers (\$2306.6713)

- (a) Ownership Transfer Notification. All multifamily Development Owners must provide written notice to the Department at least thirty (30) calendar days prior to any sale, transfer, or exchange of the Development or any portion of or Controlling interest in the Development. Transfers that are the result of an involuntary removal of the general partner by the investment limited partner must be reported to the Department, as soon as possible due to the sensitive timing and nature of this decision. If the Department determines that the transfer, involuntary removal, or replacement was due to a default by the General Partner under the Limited Partnership Agreement, or other detrimental action that put the Development at risk of failure, staff may make a recommendation to the Board for the debarment of the entity and/or its Principals and Affiliates pursuant to the Department's debarment rule. In addition, a record of transfer involving Principals in new proposed awards will be reported and may be taken into consideration by the Executive Award and Review Committee, in accordance with §1.5 of this title (relating to Previous Participation Reviews), prior to recommending any new financing or allocation of credits.
- (b) Requirement. Department approval must be requested for any new member to join in the ownership of a Development. Exceptions include changes to the investment limited partner, non-controlling limited partner, or other partners affiliated with the investment limited partner, or changes resulting from foreclosure wherein the lender or financial institution involved in the transaction is the resulting owner. Any subsequent transfer of the Development will be required to adhere to the process in this section. Furthermore, a Development Owner may not transfer an allocation of tax credits or ownership of a Development supported with an allocation of tax credits to any Person or entity unless the Development Owner obtains the Executive Director's prior, written approval of the transfer. The Executive Director may not unreasonably withhold approval of the transfer requested in compliance with this section. Notwithstanding the foregoing, a Development Owner shall be required to notify the Department but shall not be required to obtain Executive Director approval when the transferee is an Affiliate of the Development Owner with no new members or the transferee is a Related Party who does not Control the Development and the transfer is being made for estate planning purposes.
- (c) Transfers Prior to 8609 Issuance or Construction Completion. Transfers (other than those that do not require Executive Director approval, as set forth in subsection (b) of this section) will not be approved prior to the issuance of IRS Form(s) 8609 (for Housing Tax Credits) or the completion of construction (for all Developments funded through other Department programs) unless the Development Owner can provide evidence that the need for the transfer is due to a hardship (ex. potential bankruptcy, removal by a partner, etc.). The Development Owner must provide the Department with a written explanation describing the hardship and a copy of any applicable agreement between the parties to the transfer, including any Third-Party agreement.
- (d) Non-Profit Organizations. If the ownership transfer request is to replace a non-profit organization within the Development ownership entity, the replacement non-profit entity must adhere to the requirements in paragraph (1) or (2) of this subsection.
- (1) If the LURA requires ownership or material participation in ownership by a Qualified Non-Profit Organization, and the Development received Tax Credits pursuant to §42(h)(5) of the Code, the transferee must be a Qualified Non-Profit Organization that meets the requirements of §42(h)(5) of the Code and Texas Government Code §2306.6706.

- (2) If the LURA requires ownership or material participation in ownership by a qualified non-profit organization, but the Development did not receive Tax Credits pursuant to §42(h)(5) of the Code, the Development Owner must show that the transferee is a non-profit organization that complies with the LURA.
- (e) Historically Underutilized Business ("HUB") Organizations. If a HUB is the general partner of a Development Owner and it (i) is being removed as the result of a default under the organizational documents of the Development Owner or (ii) determines to sell its ownership interest, in either case, after the issuance of 8609s, the purchaser of that general partnership interest is not required to be a HUB as long as the LURA does not require such continual ownership or a material LURA amendment is approved. Such approval can be obtained concurrent with Board approval described herein. All such transfers must be approved by the Board and require that the Board find that:
- (1) the selling HUB is acting of its own volition or is being removed as the result of a default under the organizational documents of the Development Owner;
- (2) the participation by the HUB has been substantive and meaningful, or would have been substantial and meaningful had the HUB not defaulted under the organizational documents of the Development Owner, enabling it to realize not only financial benefit but to acquire skills relating to the ownership and operation of affordable housing; and
- (3) the proposed purchaser meets the Department's standards for ownership transfers
- (f) Documentation Required. A Development Owner must submit documentation requested by the Department to enable the Department to understand fully the facts and circumstances that gave rise to the need for the transfer and the effects of approval or denial. Documentation includes but is not limited to:
- (1) a written explanation outlining the reason for the request;
- (2) a list of the names of transferees and Related Parties;
- (3) detailed information describing the experience and financial capacity of transferees and related parties holding an ownership interest of 10 percent or greater in any Principal or Controlling entity;
- (4) evidence and certification that the tenants in the Development have been notified in writing of the proposed transfer at least thirty (30) calendar days prior to the date the transfer is approved by the Department. The ownership transfer approval letter will not be issued until this 30 day period has expired.
- (g) Within five (5) business days after the date the Department receives all necessary information under this section, staff shall initiate a qualifications review of a transferee, in accordance with §1.5 of this title, to determine the transferee's past compliance with all aspects of the Department's programs, LURAs and eligibility under this chapter.
- (h) Credit Limitation. As it relates to the Housing Tax Credit amount further described in §11.4(a) of this title (relating to Tax Credit Request and Award Limits), the credit amount will not be applied in circumstances described in paragraphs (1) and (2) of this subsection:
- (1) in cases of transfers in which the syndicator, investor or limited partner is taking over ownership of the Development and not merely replacing the general partner; or
- (2) in cases where the general partner is being replaced if the award of credits was made at least five (5) years prior to the transfer request date.
- (i) Penalties. The Development Owner must comply with any additional documentation requirements as stated in Subchapter F of this chapter (relating to Compliance Monitoring). The Development Owner, as on record with the Department, will be liable for any penalties imposed by the Department even if such penalty can be attributable to the new Development Owner unless such ownership transfer is approved by the Department.
- (j) Ownership Transfer Processing Fee. The ownership transfer request must be accompanied by corresponding ownership transfer fee as outlined in §10.901 of this chapter (relating to Fee Schedule).

Source Note: The provisions of this §10.406 adopted to be effective December 9, 2014, 39 TexReg 9518