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

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### **2021 Post Bond Closure Submission**

**Instructions:** In accordance with §10.402(e) of the Post Award and Asset Management Rules, no later than sixty (60) calendar days after closing on the bonds, regardless of the Bond Issuer, the Development Owner must submit:

1. A copy of the executed Determination Notice.
2. **Fair Housing Training.** The Development Owner **and** on-site or regional property manager must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department’s Fair Housing web page under TDHCA Approved Fair Housing Training “Property Owner and Managers”. Certifications must not be older than two years from the date of submission and must verify that all parts or phases of the training have been completed; and

The Development Lead Architect or Engineer responsible for certifying compliance with the Department’s accessibility and construction standards must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department’s Fair Housing web page under TDHCA Approved Fair Housing Training “Architect and Engineers”. Certifications must not be older than two years from the date of submission and must verify that all parts or phases of the training have been completed.

3. **Evidence of Closed Financing.** The Development Owner must submit evidence that the financing has closed. Such evidence can be in the form of an executed settlement statement.
4. **Initial Construction Status Report.** The Development Owner must submit the initial Construction Status Report. Additional information can be found in §10.402(h) of the Post Award and Asset Management Rules and the Asset Management Post Award

Activities Manual on the Department's website at the following link: <http://www.tdhca.state.tx.us/asset-management/pca-manual.htm>. **Failure to submit the Construction Status Report when it is due may result in payment of an extension fee to the Department as described in §11.901(9).**

- 5. Compliance Monitoring & Tracking System (CMTS).** The Development Owner must provide evidence that the required CMTS Filing Agreement has been submitted to the Compliance Division pursuant to §10.607(a) of the Compliance Rules. The applicable form can be found at the following link to the Compliance Monitoring & Tracking System page: [http://www.tdhca.state.tx.us/comp\\_reporting.htm](http://www.tdhca.state.tx.us/comp_reporting.htm).

**Method of Submission:** These documents should be submitted electronically via the Department's ServU HTTPs file server and an email sent to staff notifying of the submission.

Please contact Multifamily Finance division staff listed below with any questions or concerns:

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