

TDHCA 2019 Application Uptick!



Are you ready for what's next?

1

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.

2

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.

3

Housekeeping

- We anticipate that this webinar will take around three (3) hours.
- We have breaks built in.
- You are on mute. Don't be afraid...

4

Remember me???



5

What to Expect

We will cover:

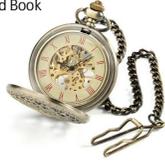
- 2019 Timeline
- Totals, Limits and Afterward
- Changes to the QAP
- Submission Procedures
- ***BREAK***
- Completing the Application



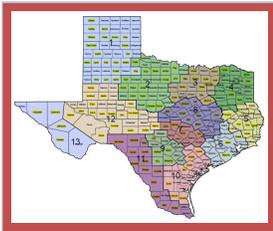
photo credit: AK1 - via href="http://www.flickr.com/photos/47353092@N00/9568158463"/>"feedback-checklist"/> via href="http://photopin.com" photo pin /> via href="https://istock.com/photos/47353092@N00/9568158463"/>"feedback-checklist"/> via href="http://photopin.com" photo pin /> via href="https://istock.com/photos/47353092@N00/9568158463"/>"feedback-checklist"/>

2019 Timeline - §11.2(a)

- 1/04/2019 - Application Acceptance Period Opens
- 1/09/2019 - Pre-Apps & Waiver Requests (as applicable) Due
- 2/15/2019 - Application for FTP Access if no pre-app
- 3/01/2019 - Full Apps Due (incl'g 3rd Party Reports and §11.3 Resolutions)
- 4/02/2019 - Market Study Due
- 5/01/2019 - Third Party Requests for Administrative Deficiencies
- Mid-May 2019 - Final Scoring Notices Issued for MOST competitive Apps
- 6/21/2019 - Public Comment to be included in the Board Book
- June - List of Eligible Apps published
- July - Final Awards
- Mid-August - Commitments Issued
- 11/1/2019 - Carryover
- 11/29/2019 - Deadline for closing under §11.9(c)(8) (no extension!)
- 7/01/2020 - 10% Test
- 12/31/2021 - Placement in Service Deadline
- 5 business days - Administrative Deficiency Clearance time frame



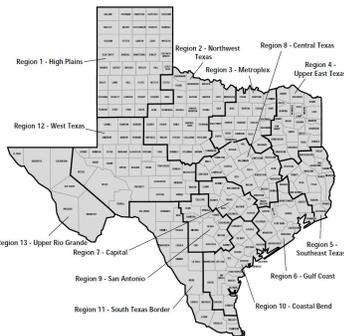
7



2019 Credit Ceiling

This year's distribution by Set-Aside and Region

How High is the 2018 Ceiling?



\$78,014,543



Ceiling Distribution - \$78,014,543

§11.5 Competitive Set-asides

- Nonprofit Set-Aside – \$7,801,454
- At Risk – \$11,702,181
- USDA – \$3,900,727
- Regional – \$66,312,361



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Ceiling Distribution...cont'd

Rural Regions

- 1 \$722,312 8 \$650,499
- 2 \$600,000 9 \$600,000
- 3 \$615,059 10 \$642,904
- 4 \$1,578,650 11 \$924,153
- 5 \$1,007,473 12 \$600,000
- 6 \$600,000 13 \$600,000
- 7 \$600,000



Ceiling Distribution...cont'd

Urban Regions

- 1 \$1,256,699 8 \$1,862,528
- 2 \$600,000 9 \$5,338,306
- 3 \$15,841,448 10 \$1,383,504
- 4 \$1,154,846 11 \$6,100,642
- 5 \$804,061 12 \$905,489
- 6 \$14,428,963 13 \$2,505,419
- 7 \$4,389,406



12

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.
- Elderly Limit – TBD. Applies to counties w/>1M pop.
- Max Request – 150% of regional total or \$1.5M, whichever is lower.

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

1. The first tie-breaker factor has a two step process:
 1. Is the poverty rate below 15.629%? If a tie still persists, proceed to the second step
 2. Which census tract has the most rent burden, which is expressed as a rank in the Site Demographic Characteristics Report.
2. Greatest linear distance from the nearest Development that serves the same Target Population and that was awarded less than 15 years ago.



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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.



photo credit: ccPics.com via href="http://www.flickr.com/photos/86530412@N02/7932506788"/>3D Home Inspection Checklist via via href="http://photopin.com/gholapgholap1" href="https://creativecommons.org/licenses/by/2.0/"</license>/>

And then...

- D. Rural Collapse
- E. Statewide Collapse



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After the Awards

- Waiting List – Didn't make the big list in July but remain eligible.
- Returns – Credits returned after Jan. 1 goes to next highest scorer in their original sub-region 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.

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Some Rule Changes (not all)...

- There were some changes—some substantial, some minor—to the 2019 QAP. The most substantial change, structurally, is the combining of most of 10 TAC Chapter 10 into the QAP, 10 TAC Chapter 11.
- NOTE: TDHCA has not yet received the final QAP from the Governor. Until then, the proposed changes are still preliminary, and there may be additional changes made by the Governor himself.

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Changes to the 2019 QAP, Subchapter A

- There were several changes to some of the definitions in §11.1(d).
 - Common Area, Control, Material Deficiency
- §11.3(g), Proximity of Development Sites, prohibits the award to a lower-scoring Application within 1,000 feet of a higher-scoring Application if serving the same Target Population.

19

Changes to the 2019 QAP, Subchapter A

- §11.8(b)(2)(C), regarding Pre-App Notifications, now requires that the residential density of the Development be disclosed.
- The ability to score under §11.9(c)(1) now permits the income average election.
- There have been some minor changes to some of the Opportunity Index “menu items” in §11.9(c)(4).

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Changes to the 2019 QAP, Subchapter A

- §11.4(c) now allows a Development to secure the 30% boost if it is located in a Qualified Opportunity Zone.
- Under §11.6, the minimum allocation amount to each subregion has been increased to \$600,000.
- §11.7 The tie-breaker factors, as explained above, have been revised, with the first involving poverty rates and rent burden and the second simply involving distance to the nearest existing Development that serves the same Target Population and that was awarded less than 15 years ago.

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Changes to the 2019 QAP, Subchapter A

- Two new scoring options are now available under §11.9(c)(5), Underserved Area, and a change to Subparagraph (E)
- §11.9(c)(6), regarding Tenant Populations with Special Housing Needs, has been slightly modified to be more clear about its requirements.
- §11.9(c)(7), Proximity to the Urban Core, has been slightly altered in that 4 miles from city hall applies to cities of 750,000 people or more and 2 miles from city hall applies to cities with less than that amount but 200,000 people or more.

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Changes to the 2019 QAP, Subchapter A

- The language of 10 TAC 11.9(d)(7), regarding CRP, has been slightly modified to clarify the Department's policies and requirements.
 - A CRP may not consist of more than 2 separate local planning documents. Note that, by itself, a city- or county-wide comprehensive plan does not equate to a CRP.
 - A plan must either be current at the time of Application and continue for at least three years thereafter OR substantial work has already begun and a public official can confirm that the CRP's objectives will be accomplished according to the CRP's schedule.

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Changes to the 2019 QAP, Subchapter A

- The cost per square foot amounts under §11.9(e)(2) have increased by 5%.
- Support Housing Developments can now include up to 75 square feet per Unit in their NRA.
- The leveraging percentages allowed under §11.9(e)(4) have each increased by 1%.
- The fee for Third Party Requests for Administrative Deficiency has been removed under §11.10.

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Changes to the 2019 QAP, Subchapter B

- There have been slight modifications to §11.101(a)(2), Undesirable Site Features.
- There have been substantial modifications to §11.101(a)(3), which is now called Neighborhood Risk Factors. The four “triggers” remain the same:
 - Poverty
 - Crime
 - Blight
 - Schools
- The bulk of the changes fall under subparagraph (D) of this paragraph, regarding mitigation.

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Changes to the 2019 QAP, Subchapter B

- You will find changes to §11.101(b)(4), Mandatory Development Amenities.
- Common Amenities, under §11.101(b)(5), have been categorized for organizational purposes. Many of these amenities have been revised, and there are several new options.
- §11.101(b)(6), Unit Requirements, has been revised. Options under subparagraph (B) have been categorized as either “Unit Features” or “Development Construction Features” for organizational purposes.
- Resident Supportive Services, under §11.101(b)(7), has also been categorized and includes several new options and an adjustment of the points for individual items.

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Changes to the 2019 QAP, Subchapter B

- There have been slight, but important, modifications to §11.101(b)(8), Development Accessibility Requirements.

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Changes to the 2019 QAP, Subchapter C

- There have been important changes to §11.204(9), Architectural Drawings.
 - There are now 12 required components of the Site Plan documents.

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Changes to the 2019 QAP, Subchapter D

- Very few changes were made to Subchapter D of the QAP, regarding Underwriting and Loan Policy.
- Primary change was the addition of rules in regards to Applicants' ability to make the Average Income election on their 8609s.
 - Bottom line: the methodology of the market study needs to match exactly the units proposed in the rent schedule.

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Submission Procedures



Pre and Full Applications

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Do Not Let Time Run Out!!!!



Pre-application deadline is January 9, 2019 at 5:00 p.m., Austin local time

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Full Application deadline is March 1, 2019 at 5:00 p.m., Austin local time



Do Not Let Time Run Out!!!!

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Application Submission

We're Electronic...Again!



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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

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Quick word about Pre-App Fees

- Per §11.901(3)(A), there is a \$10 per Unit pre-application fee.
- §11.201(1)(A) allows for an opportunity to correct pre-application fees that are underpaid. If, for some reason, you don't calculate your \$10 per door correctly, you will now receive a deficiency, 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.

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



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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 percent of the review, threshold review prior to a deficiency issued will constitute 30 percent of the review, and deficiencies submitted and reviewed constitute 20 percent of the review.



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Watch the Pre-application Webinar

for a Super Tutorial on the Pre-app!

 Texas Department of Housing and Community Affairs
2019 9% Housing Tax Credit Pre-Application Initiation

Email Address
Email Address
Development Name
Begin Pre-Application

40

Questions?



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2018 Multifamily Uniform Application
Mailing Address: P.O. Box 13941, Austin, TX 78711-3941
Physical Address: 221 East 11th Street, Austin, TX 78701

Competitive HTC Applications are Due
March 1, 2019 by 5:00 p.m.
Austin local Time
Fee: \$20 / Unit with Pre-App or
\$30 / Unit without one
10% discount for nonprofits

Submit the Full App Using Serv-U



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We're going to say this again...



Do Not Let Time Run Out!!!

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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.

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



Testing...Testing

123 ABC

What Comes In with the Full App



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



46

Excel and PDF Versions are Required

- There are still extra pages hidden within the Excel document in case you need them.
- Once you PDF your document, if there are extra, superfluous pages, DELETE THEM.
- There are several extra pages at the end of the application, DON'T DELETE THEM
- Convert; do not scan! Follow conversion instructions in the 2019 Procedures Manual.

Instructions for Converting the Excel file to PDF

Once the Excel Application file is completed and you are ready to convert the file to PDF, follow these instructions.

47

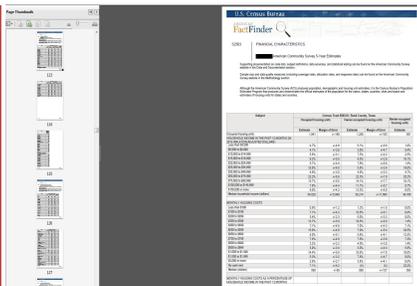
Insert your evidence.

•Acrobat will allow you to drag and drop pages into the PDF.

•Make sure your evidence answers the question being asked.

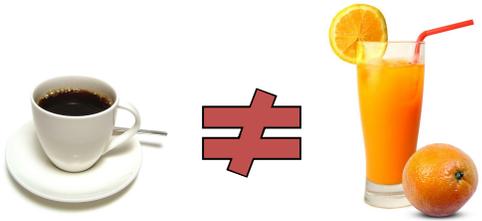
•Missing & wrong documentation causes lost points and deficiencies.

•Deficiencies are often avoidable.



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Documentation



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

Photo Credit: Freeimages.com/JanSchelton "Orange Juice" Photo Credit: Freeimages.com/MichaelLorenz

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."

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Bookmarks



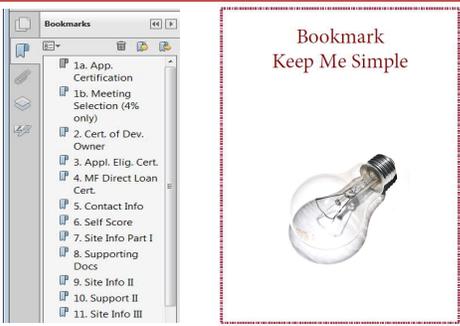
photo credit: vanherdohage - a href="http://www.flickr.com/photos/12995467@N00/3608442401"-Downtown Winston-Salem 2017-/a- via -a href="http://photopin.com/photopin/a- -a href="https://creativecommons.org/licenses/by-nc-sa/2.0/"-glencandy/a-

Bookmarks are NOT Optional and...



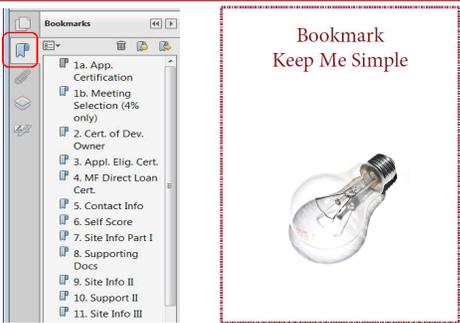
Applications HAVE been terminated for omitting them.

Bookmarks, cont'd



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Bookmarks, there's more!



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Upload Using FTP by the Deadline

- You'll get your account soon after pre-app.
- If no pre-app, Feb. 15 for the 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 User Guide for help.



Serv-U

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.

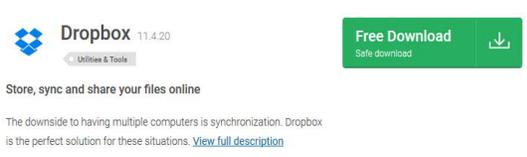
NOTE: Applicants must understand that the upload time of each file will depend on the file size, the speed of the internet connection, and the number of users accessing the server at a given time. Applicants that wait until close to the submission deadline to upload their documents may not meet the deadline. 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



No Dropbox or any other file sharing submissions will be opened. Use the FTP server 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 do your own interpretations of the QAP.
- Don't assume anything – ask!
- Don't expect TDHCA to do your homework.

Does anybody feel like this?



If so, write in your question.

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BREAK TIME!!!!



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Part II Begins Now



The 2019 Application

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If you notice a broken formula...



Sharon Gamble
512-936-7834

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

Tab 1 – Application Certification

*Unsigned version isn't needed.

*Make sure the notary's commission is current.

*If the signature isn't legible, re-scan it.



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Tab 1b – Meeting Selection, 4% Only

I request to be on the Board agenda selected below and pursuant to 10 TAC §11.201(2)(B) of the Qualified Allocation Plan I understand that I must provide the remaining parts of the Application by the applicable corresponding deadline:

- | | |
|--|---|
| Board Meeting Date: | 75 Day Deadline: |
| <input type="checkbox"/> January 17, 2019 | <input type="checkbox"/> November 2, 2018 |
| <input type="checkbox"/> February 21, 2019 | <input type="checkbox"/> December 7, 2018 |
| <input type="checkbox"/> March 21, 2019 | <input type="checkbox"/> January 4, 2019 |
| <input type="checkbox"/> April 25, 2019 | <input type="checkbox"/> February 8, 2019 |
| <input type="checkbox"/> May 23, 2019 | <input type="checkbox"/> March 8, 2019 |
| <input type="checkbox"/> June 27, 2019 | <input type="checkbox"/> April 12, 2019 |
| <input type="checkbox"/> July 11, 2019 | <input type="checkbox"/> April 26, 2019 |
| <input type="checkbox"/> July 25, 2019 | <input type="checkbox"/> May 10, 2019 |
| <input type="checkbox"/> September 5, 2019 | <input type="checkbox"/> June 21, 2019 |

N/A

Tab 7 – Site Information Pt. 1, cont

7. Site & Neighborhood Standards (New Construction Direct Loan only) [10 TAC §13.11]; [24 CFR 92]

Confirm the following supporting documents are provided behind this tab.

- Statement explaining how the Development will promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
- DP-1 Profile of General Demographic Characteristics (2010) Census data for the census tract and city (and county if proposed site is located in a rural area) where the proposed site will be located. DP-1 Census data can be accessed using the Advanced Search option at www.census.gov.

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Tab 7 – Site Information Pt. 1, cont

8. School Rating (All Programs) [Tex. Gov't Code §206.6710(a)]; [10 TAC §11.101(a)(3)(B)(iv)]

Children of the proposed development will attend:

School Name	Grades X through X	Met Standard Rating?		
		2016	2017	2018
	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 does not have a 2018 (or 2017 if the Hurricane Harvey Provision applies) Met Standard rating by the Texas Education Agency, and the Neighborhood Risk Factors Report ("NRF") and required documentation has been submitted. [§11.101(a)(3)(C)(iv)]
- The Target Population is Elderly. Applicant is required to enter school rating information above, but no disclosure is required.

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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/servlet/getprogname?_lang=en&_all_geo_types=N&_tree_id=3001&_all_geo_types=N&_lang=en&_all_geo_types=N
- 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

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Tab 9 – Site Information, Pt. 2

Opportunity Index

Site Information Form Part II

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

Opportunity Index points are not requested; entries are related to Concerted Revitalization Plan.

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 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).

Contiguous Census Tract # Contiguous Tract Quartile

photo credit: Paul Watson -a href="http://www.flickr.com/photos/51035609331@N01/3992381730th January 2005/-s-via-a href="http://photosia.com/photos/a-a href="https://creativecommons.org/licenses/by-nc-sa/2.0/fr/fr/en/encyclop-

Site Info., Pt. 2, cont'd

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

Applications may qualify for up to five (5) points for proposed Developments located in ONE of the following areas:

Entirely within a census tract that, according to American Community Survey 5-year Estimates, has both a poverty rate greater than 20% and a median gross rent for a two-bedroom unit greater than its county's 2016 HUD Fair Market Rent for a two-bedroom unit. This measure is referred to as the Affordable Housing Needs Indicator in the Site Demographic Characteristics Report (2 points);

An At-risk or USDA Development placed in service 30 or more years ago, that is still occupied, and that has not yet received federal funding, or LIHTC equity, for the purposes of Rehabilitation for the Development (3 points).

3. **Proximity to the Urban Core (Competitive HTC Applications Only) [10 TAC §11.9(c)(7)]**

Development Site is located in a Place with a population over 200,000 and is not in the At-Risk Set-Aside.

AND

Population of Place is 200,000-749,999 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.

Application is seeking points for Proximity to the Urban Core. Total Points Claimed:

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	10/12/08	Alamo Village	504 N. 9th St.	\$8,969
13805	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

Site Info, Pt. 2, Revitalization

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

Region:

Application is claiming points for a Concerted Revitalization Plan ("CRP").

No points were claimed for Opportunity Index.

The CRP Packet has been completed and uploaded along with but separately from the Application.

Application is seeking points for Concerted Revitalization. Total Points Claimed:



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Site Info, Pt. 2, Revitalization

Site Information Form Part II

0

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

Opportunity Index points are not requested; entries are related to Concerted Revitalization Plan.

Development is Urban and Development Site is within the required radius of eligible amenities and/or services, pursuant to §11.9(c)(4)(B)(i) of the QAR. A map showing the Development Site, scale showing radius, location of the amenities, and evidence that the amenity meets all requirements of the rule, as applicable, is included.

Development is Rural or USDA and Development Site is within the required distance of eligible amenities and/or services pursuant to §11.9(c)(4)(B)(ii) of the QAR. A map showing the Development Site, scale showing radius, location of the amenities, and evidence that the amenity meets all requirements of the rule, as applicable, is included.

Be sure you include backup documentation for your amenity selections!

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Site Info, Pt. 2, RTP in Disaster Areas

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 the year preceding the Full Application Delivery Date.
- Application includes a certification that the Applicant will close all financing on or before the last business day in November, 2019.
- Application includes acknowledgement from all lenders and the syndicator of the required closing date.
- Application includes a certification that the Applicant will fully execute the construction contract on or before the last business day in November, 2019.
- Application includes evidence that appropriate zoning will be in place at award.
- Application includes a DETAILED narrative description of each piece of evidence provided that is not specifically requested and how that evidence proves that the Applicant will have appropriate zoning at award and will close all financing and fully execute the construction contract on or before the last business day of November, 2019.

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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.



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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).

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Tab 17, Development Narrative

2. **The Target Population will be:**

NOTE: Definition of "Elderly Development" has changed. Review 10 TAC §11.106(4) 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):

90

Tenant Populations with Special Needs

6. Tenant Populations with Special Housing Needs (Competitive HTC, MFDL, and Section 811 Applications) [§11.9(c)(6), §13.6(6)]

A HTC and MFDL Applicants pursuing these points must try to score first under item B below by committing an Existing Development, and then under item C below by committing the proposed Development. Only if an HTC Applicant or Affiliate cannot meet the requirements of subparagraphs (B) or (C) may an HTC Application qualify for points under subparagraph (D). MFDL Applications that are not layered with 2019 9% HTC cannot elect to score points under subparagraph (D).

B Applicant or Affiliate Owns or Controls an Existing Development that is included on the List of Qualified Existing Developments for Participation in the Section 811 PRA Program (See 10 TAC §8.3 and 10 TAC 8.4)

Existing Development Name: _____ TDHCA #: _____

Attached behind this tab is the executed Certification for Section 811 PRA Program Participation.

C If not scoring under B above, Applicant or Affiliate is committing at least 10 Units in the proposed Development for participation in the Section 811 PRA Program

To establish its lack of legal authority where an Applicant Owns or Controls an Existing Development that otherwise meets the criteria established by 10 TAC §11.9(c)(6)(B), the Application must include the information as described in clauses (i) – (iii) of that subparagraph in the Section 811 PRA Program Supplement Packet. The packet must be uploaded along with but separate from the Application.

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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.



95

Tab 21, Occupied Developments, cont.

Uniform Relocation Act (URA) Applicability for Direct Loan Applications

NOTE: HUD-determined URA does not apply to the Section 811 PRA program.

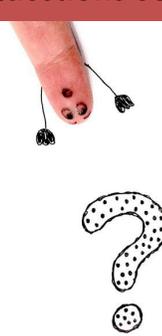
Application includes a request for Direct Loan funding.
(if not, you may skip the remainder of this section)

Each of the following items, as applicable, is provided behind this tab:

- Identification of any business, nonprofit organization, or farm on the site (that is not owned or controlled by the Seller);
- Dated General Information Notice(s) given to current occupant(s) (other than owner occupied structures) that have active lease(s) at the time of this Application, including verification of tenant receipt;
- Dated Voluntary Acquisition Notification to Owner; and
- HUD Relocation Brochure issued to tenants that will be displaced (if known).

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Questions So Far?



97

BREAK TIME!!!!



98

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 > [x] 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.

99

Income Averaging

Total LI Units	273
AMFI Average Committed to for Points	54%
Development AMFI Average	50.073

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.

Unit Type (Number of Bedrooms)	AMFI Brackets							Total Units by
	20	30	40	50	60	70	80	
0		18		29				47
1				39	148			187
2				4	8			12
3								0
4								0
5								0
Total Units	0	0	0	43	156	0	27	273

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Income Averaging

This Development is missing

0

Units

Are you missing Units?

If there is an inconsistency with the Rent Schedule, the "0" will turn red. Check your numbers.

Average AMFI Bracket by Unit Type (Number of Bedrooms)

If I can make it work correctly, this chart will show the average of each unit type (for Fair Housing purposes). It is for informational purposes only.

110

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: _____

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111

Tab 30, Cost Estimator

Name of contact for Cost Estimate: _____
 Phone Number for Contact: _____
 If a revised form is submitted, date of submission: _____

Make sure your entry here matches the Development Team Members form.

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*		



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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: _____

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.



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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.

125

Tab 40, Nonprofit Participation

Nonprofit Participation

Nonprofit Set-Aside (Competitive HTC Applications Only)

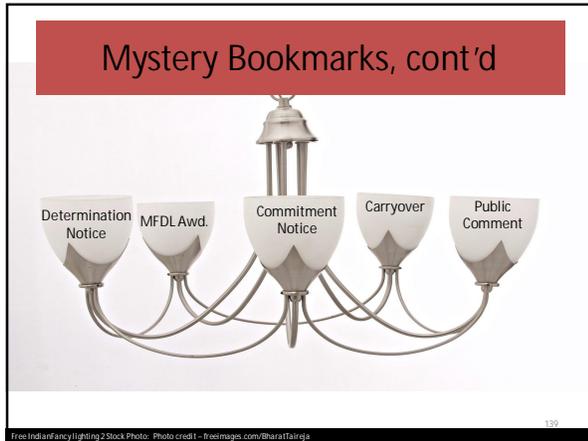
Qualification: Must meet the definition of a Qualified Nonprofit Development pursuant to §10.3(a)(102) of the Uniform Multifamily Rules, §42(h)(5) of the code, and the requirements of §11.5(1) of the Qualified Allocation Plan.

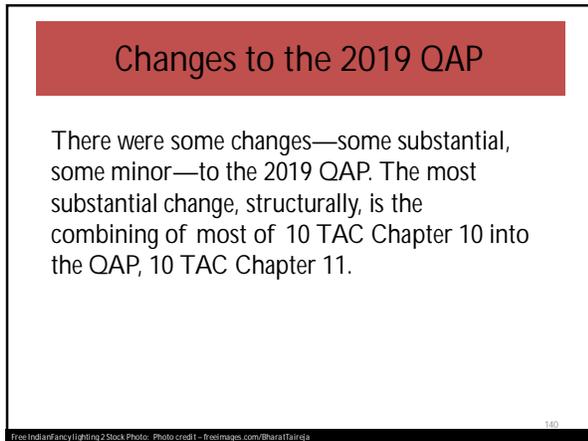
Documentation: Eligibility will be confirmed based upon completion of the Nonprofit Participation and Additional Nonprofit Documentation requirements in this section.

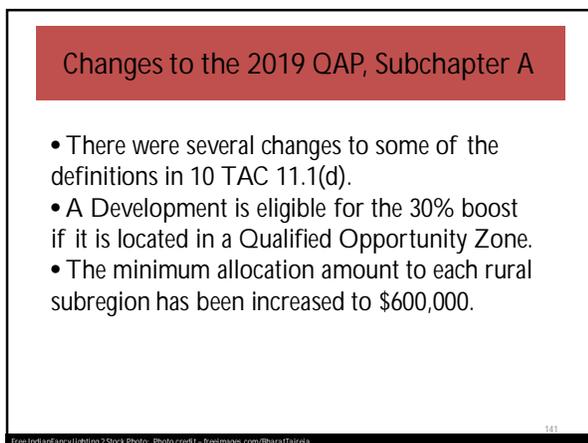
By selecting this box the Applicant affirms the election to be included in the Nonprofit Set-Aside and certifies that they expect to receive a benefit in the allocation of tax credits as a result of being affiliated with a nonprofit.

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.

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Changes to the 2019 QAP, Subchapter A

- The tie-breaker factors, as explained above, have been revised, with the first involving poverty rates and rent burden and the second simply involving distance to the nearest existing Development.
- The ability to score under 10 TAC 11.9(c)(1) now permits the income average election.
- There have been some minor changes to some of the Opportunity Index "menu items."

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Changes to the 2019 QAP, Subchapter A

- 10 TAC 11.9(c)(6), regarding Tenant Populations with Special Housing Needs, has been slightly modified to be more clear about its requirements.
- 10 TAC 11.9(c)(7), Proximity to the Urban Core, has been slightly altered in that 4 miles from city hall applies to cities of 750,000 people or more and 2 miles from city hall applies to cities with less than that amount but 200,000 people or more.

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Changes to the 2019 QAP, Subchapter A

- There are two new scoring items under 10 TAC 11.9(c)(5), Underserved Area.
 - Subparagraph (F) is worth two points and applies to census tracts with poverty rates above 20% and rents above HUD's Fair Market Rent for the county.
 - Subparagraph G pertains to At-risk and USDA Developments that have not yet received funding for Rehabilitation.
- Additionally, the population threshold for Subparagraph (E) has decreased to 100,000.

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Changes to the 2019 QAP, Subchapter A

- The language of 10 TAC 11.9(d)(7), regarding CRP, has been slightly modified to clarify the Department's policies and requirements.
 - A CRP may not consist of more than 2 separate local planning documents. Note that, by itself, a city- or county-wide comprehensive plan does not equate to a CRP.
 - A plan must either be current at the time of Application and continue for at least three years thereafter OR substantial work has already begun and a public official can confirm that the CRP's objectives will be accomplished according to the CRP's schedule.

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Changes to the 2019 QAP, Subchapter A

- The cost per square foot amounts under 10 TAC 11.9(e)(2) have increased by 5%.
- The leveraging percentages allowed under 10 TAC 11.9(e)(4) have each increased by 1%.
- The fee for Third Party Requests for Administrative Deficiency has been removed.

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Changes to the 2019 QAP, Subchapter B

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