

**SUPPLEMENTAL
BOARD BOOK OF
NOVEMBER 8, 2018**



J. B. Goodwin, Chair
Leslie Bingham Escareño, Vice-Chair
Paul Braden, Member
Asusena Reséndiz, Member
Sharon Thomason, Member
Leo Vasquez, III, Member

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
GOVERNING BOARD MEETING**

**A G E N D A
8:00 AM
November 8, 2018**

**Texas Capitol Building
Capitol Extension Room E2.026
1100 Congress Avenue
Austin, TX 78701**

CALL TO ORDER

ROLL CALL

CERTIFICATION OF QUORUM

J.B. Goodwin, Chair

Pledge of Allegiance - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Texas Allegiance - Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting. Under no circumstances does the Consent Agenda alter any requirements under Chapter 551 of the Tex. Gov't Code, Texas Open Meetings Act. Action may be taken on any item on this agenda, regardless of how designated.

ITEM 1: APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

LEGAL

- a) Presentation, discussion, and possible action regarding the adoption of an Agreed Final Order concerning Bella Vista Apartments (HTC 05626/Bond 05626/CMTS 4328)
- b) Presentation, discussion, and possible action regarding the adoption of Agreed Final Orders concerning related properties Prairie Estates (HTC 97107/CMTS 1763) and Homes of Persimmons (HTC 98170/CMTS 2026)
- c) Presentation, discussion, and possible action regarding the adoption of an Agreed Final Order concerning related properties Western Burgundy (HTC 97088/CMTS 1742), Lee Seniors (HTC 98093/CMTS 1950), Haymon Krupp (HTC 14127/CMTS 5003), Tays (HTC 14130/CMTS 5005), Raymond Telles Manor (HTC 14419/CMTS 5063), Lt. Palmer Baird (HTC 14420/CMTS 5064), J.E. Anderson Apartments (HTC 14421/CMTS 5066), Everett Alvarez Apartments (HTC 14423/CMTS 5067), Harry S. Truman Apartments (HTC 14424/CMTS 5068), Dwight D. Eisenhower Memorial Apartments (HTC 14425/CMTS 5069), Kennedy Brothers Communities (HTC 14427/CMTS 5071), Aloysius A. Ochoa Apartments (HTC 14428/CMTS 5072), Lyndon B Johnson Memorial Apartments (HTC 14429/CMTS 5073), Rafael Marmolejo Jr Memorial Apartments (HTC 14430/CMTS 5074), and Juan Hart Memorial Apartments (HTC 14431/CMTS 5075)

Jeffrey T. Pender
Deputy General Counsel

BOND FINANCE

- d) Presentation, discussion, and possible action on Resolution No. 19-009 authorizing the filing of one or more applications for reservation with the Texas Bond Review Board with respect to qualified mortgage bonds, authorizing state debt application, and authorizing the selection of underwriters for the bonds

Monica Galuski
Director of
Bond Finance

OCI/HTF/NSP DIVISION

- e) Presentation, discussion, and possible action on the appointment of Colonia Resident Advisory Committee members

Raul Gonzales
Director of
OCI, HTF, & NSP

SECTION 8 PROGRAM

- f) Presentation, Discussion, and Possible Action on the 2019 Section 8 Payment Standards for the Housing Choice Voucher Program

Michael De Young
Director of
Community Affairs

HOMEOWNERSHIP

- g) Presentation, Discussion, and Possible Action on the Single Family Mortgage Loan and Mortgage Credit Certificate Programs Participating Lender List

Cathy Gutierrez
Director of
Texas Homeownership

HOME AND HOMELESSNESS PROGRAMS

- h) Presentation, discussion, and possible action on Program Year 2018 Emergency Solutions Grants Program Awards
- i) Presentation, discussion, and possible action to authorize the issuance of the 2018 HOME Investment Partnerships Program Single Family Homeowner Rehabilitation Assistance Reservation System Notice of Funding Availability and publication in the *Texas Register*
- j) Presentation, discussion, and possible action to authorize the issuance of the 2018 HOME Investment Partnerships Program Single Family Homebuyer Assistance and Tenant-Based Rental Assistance Notice of Funding Availability and publication in the *Texas Register*

Abigail Versyp
Director of
HOME and
Homelessness Programs

MULTIFAMILY FINANCE

- k) Presentation, discussion, and possible action regarding Awards of Direct Loan funds from the 2018-1 Multifamily Direct Loan Notice of Funding Availability
- | | | |
|-------|-------------------------|----------|
| 18259 | Cannon Courts | Bangs |
| 18223 | Harvest Park Apartments | Pampa |
| 18274 | Hill Court Villas | Granbury |
- l) Presentation, discussion, and possible action on a Determination Notice for Housing Tax Credits with another Issuer
- | | | |
|-------|------------------------|----------|
| 18433 | DeWetter Apartments | El Paso |
| 18434 | Kathy White Apartments | El Paso |
| 18437 | Ventura at Tradewinds | Midland |
| 18439 | Tays North Apartments | El Paso |
| 18440 | Bayshore Towers | Pasadena |
- m) Presentation, discussion, and possible action on the Third Amendment to the 2018-1 Multifamily Direct Loan Notice of Funding Availability

Marni Holloway
Director of
MF Finance

RULES

- n) Presentation, discussion, and possible action on the proposed repeal and proposed new 10 TAC Chapter 7 Subchapter C, concerning the Emergency Solutions Grant, and directing their publication for public comment in the *Texas Register*
- o) Presentation, discussion, and possible action regarding proposed amendments to 10 TAC Chapter 23, Single Family HOME Program Rules, Subchapter B, Availability of Funds, Application Requirements, Review and Award Procedures, General Administrative Requirements, and Resale and Recapture of Funds, §23.24 concerning Administrative Deficiency Process; Subchapter E, Contract for Deed Program, §23.51 concerning Contract for Deed General Requirements, and directing their publication for public comment in the *Texas Register*
- p) Presentation, discussion, and possible action on an order proposing the repeal of 10 TAC §5.801, Project Access Initiative, and an order proposing new 10 TAC §5.801, Project Access Initiative, and directing publication for public comment in the *Texas Register*

Abigail Versyp
Director of HOME and
Homelessness Programs

Brooke Boston
Director of Programs

- q) Presentation, discussion, and possible action on the proposed repeal of 10 TAC Chapter 1, Subchapter B, Accessibility and Reasonable Accommodations; proposed new 10 TAC Chapter 1, Subchapter B, Accessibility and Reasonable Accommodations, and directing publication for public comment in the *Texas Register*
- r) Presentation, discussion, and possible action on an order proposing new 10 TAC, Chapter 1, Subchapter D, Uniform Guidance for Recipients of Federal and State Funds, §1.411, Administration of Block Grants under Tex. Gov't Code Chapter 2105, and directing publication for public comment in the *Texas Register*
- s) Presentation, discussion, and possible action on an order proposing new 10 TAC, Subchapter D, Uniform Guidance for Recipients of Federal and State Funds, §1.410, Determination of Alien Status for Program Beneficiaries, and directing publication for public comment in the *Texas Register*
- t) Presentation, discussion, and possible action on an order adopting the repeal of 10 TAC §6.404, Distribution of Weatherization Assistance Program Funds, and an order adopting new 10 TAC §6.404, Distribution of Weatherization Assistance Program Funds, without changes, and directing that they be published for adoption in the *Texas Register*
- u) Presentation, discussion, and possible action on an order adopting the repeal of 10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions, and directing its publication in the *Texas Register*
- v) Presentation, discussion, and possible action on an order adopting the repeal of 10 TAC Chapter 13 concerning the Multifamily Direct Loan Program Rule, and an order adopting the new 10 TAC Chapter 13 concerning the Multifamily Direct Loan Program Rule, and directing its publication in the *Texas Register*
- w) Presentation, discussion, and possible action on an order adopting the repeal of 10 TAC Chapter 12 concerning the Multifamily Housing Revenue Bond Rules, and an order adopting the new 10 TAC Chapter 12 concerning the Multifamily Housing Revenue Bond Rules, and directing its publication in the *Texas Register*

Michael De Young
Director of
Community Affairs

Marni Holloway
Director of
MF Finance

Teresa Morales
Manager of
Multifamily Bonds

CONSENT AGENDA REPORT ITEMS

ITEM 2: THE BOARD ACCEPTS THE FOLLOWING REPORTS:

- a) TDHCA Outreach Activities, (October-November)
- b) Report on the Department's 4th Quarter Investment Report in accordance with the Public Funds Investment Act
- c) Report on the Department's 4th Quarter Investment Report relating to funds held under Bond Trust Indentures

Michael Lyttle
Director of
External Affairs

David Cervantes
Director of
Administration

Monica Galuski
Director of
Bond Finance

ITEM 3: ACTION ITEMS

EXECUTIVE

- a) Presentation, discussion, and possible action to grant certain authority to the Director of Administration and designating an Acting Director

J.B. Goodwin
Board Chair

ADMINISTRATION

- b) Presentation, discussion, and possible action to adopt a resolution regarding designating signature authority and superseding previous resolutions in this regard

David Cervantes
Director of Administration

COMPLIANCE

- c) Presentation, discussion, and possible action on initiation of proceedings to remove the eligible entity status of Cameron and Willacy Counties Community Projects, Inc. and terminate CSBG contracts and funding

Patricia Murphy
Director of
Compliance

ITEM 4: RULES

Presentation, discussion, and possible action on an order approving and recommending to the Governor the repeal of 10 TAC Chapter 11 concerning the Housing Tax Credit Program Qualified Allocation Plan, and an order approving and recommending to the Governor in accordance with Tex. Gov't Code §2306.6724(b) the new 10 TAC Chapter 11 concerning the Housing Tax Credit Program Qualified Allocation Plan (which will incorporate into Chapter 11 substance from the Uniform Multifamily Rules being repealed from 10 TAC Chapter 10, Subchapters A, B, C, D, and G), and, upon action by the Governor, directing its publication in the *Texas Register*.

Marni Holloway
Director of
MF Finance

ITEM 5: MULTIFAMILY FINANCE

- a) Presentation, discussion, and possible action on staff determinations regarding Undesirable Neighborhood Characteristics for Multifamily Direct Loan Application 18503 Eastern Oaks Apartments Austin
- b) Presentation, discussion, and possible action on a Determination Notice for Housing Tax Credits with another Issuer and an Award of Direct Loan Funds 18407 Sphinx at Sierra Vista Senior Villas Fort Worth

Marni Holloway
Director of
MF Finance

PUBLIC COMMENT ON MATTERS OTHER THAN ITEMS FOR WHICH THERE WERE POSTED AGENDA ITEMS

EXECUTIVE SESSION

The Board may go into Executive Session (close its meeting to the public):

J.B. Goodwin
Chair

The Board may go into Executive Session Pursuant to Tex. Gov't Code §551.074 for the purposes of discussing personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;

Pursuant to Tex. Gov't Code §551.071(1) to seek the advice of its attorney about pending or contemplated litigation or a settlement offer;

Pursuant to Tex. Gov't Code §551.071(2) for the purpose of seeking the advice of its attorney about a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Tex. Gov't Code Chapter 551; including seeking legal advice in connection with a posted agenda item;

Pursuant to Tex. Gov't Code §551.072 to deliberate the possible purchase, sale, exchange, or lease of real estate because it would have a material detrimental effect on the Department's ability to negotiate with a third person; and/or

Pursuant to Tex. Gov't Code §2306.039(c) the Department's internal auditor, fraud prevention coordinator or ethics advisor may meet in an executive session of the Board to discuss issues related to fraud, waste or abuse.

OPEN SESSION

If there is an Executive Session, the Board will reconvene in Open Session. Except as specifically authorized by applicable law, the Board may not take any actions in Executive Session.

ADJOURN

To access this agenda and details on each agenda item in the board book, please visit our website at www.tdhca.state.tx.us or contact Michael Lyttle, 512-475-4542, TDHCA, 221 East 11th Street, Austin, Texas 78701, and request the information. If you would like to follow actions taken by the Governing Board during this meeting, please follow TDHCA account (@tdhca) on Twitter.

Individuals who require auxiliary aids, services or sign language interpreters for this meeting should contact Terri Roeber, ADA Responsible Employee, at 512-475-3959 or Relay Texas at 1-800-735-2989, at least five (5) days before the meeting so that appropriate arrangements can be made. Non-English speaking individuals who require interpreters for this meeting should contact Elena Peinado, 512-475-3814, at least five (5) days before the meeting so that appropriate arrangements can be made. Personas que hablan español y requieren un intérprete, favor de llamar a Elena Peinado, al siguiente número 512-475-3814 por lo menos cinco días antes de la junta para hacer los preparativos apropiados.

NOTICE AS TO HANDGUN PROHIBITION DURING THE OPEN MEETING OF A GOVERNMENTAL ENTITY IN THIS ROOM ON THIS DATE:

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista.

NONE OF THESE RESTRICTIONS EXTEND BEYOND THIS ROOM ON THIS DATE AND DURING THE MEETING OF THE GOVERNING BOARD OF THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

1u

BOARD ACTION REQUEST
MULTIFAMILY FINANCE DIVISION
NOVEMBER 8, 2018

Presentation, discussion, and possible action on an order adopting the repeal of 10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions, and directing its publication in the *Texas Register*

RECOMMENDED ACTION

WHEREAS, 10 TAC Chapter 10, the Uniform Multifamily Rules contain eligibility, threshold, and procedural requirements relating to applications requesting multifamily funding or tax credits;

WHEREAS, in order to better meet the statutory requirements at Tex. Gov't Code §2306.6722, regarding the Qualified Allocation Plan, the subchapters of Chapter 10 named herein have been moved to 10 TAC Chapter 11, the Qualified Allocation Plan;

WHEREAS, repeal of 10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions is necessary to affect the changes to 10 TAC Chapter 11, the Qualified Allocation Plan; and

WHEREAS, 10 TAC Chapter 12, the Multifamily Housing Revenue Bond Rules, and 10 TAC Chapter 13, the Multifamily Direct Loan Rule, rely on the subchapters named herein for threshold and eligibility requirements, and are adopted at this meeting with changes to assure they continue to reflect the appropriate requirements;

NOW, therefore, it is hereby

RESOLVED, that the final order adopting the repeal of 10 TAC Chapter 10 Subchapter A General Information and Definitions, Subchapter B Site and Development Requirements and Restrictions, Subchapter C Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy and Subchapter G Fee Schedule, Appeals and Other Provisions together with the preambles presented to this meeting, are approved for publication in the *Texas Register*; and

FURTHER RESOLVED, that because the subchapters named herein are essential to

the continued operation of the Department's Multifamily programs; if 10 TAC Chapter 11, the Qualified Allocation Plan, is not accepted and ultimately adopted in a form that incorporates all of the described subchapters, this adopted repeal of subchapters in 10 TAC Chapter 10 will not be presented for adoption and 10 TAC Chapter 10 will continue in its current format with no repeal

FURTHER RESOLVED, that the Executive Director and his designees be and each of them are hereby authorized, empowered, and directed, for and on behalf of the Department, to cause the proposed Uniform Multifamily Rules together with the preamble in the form presented to this meeting, to be published in the *Texas Register* and, in connection therewith, make such non-substantive technical corrections as they may deem necessary to effectuate the foregoing.

BACKGROUND

Statute requires that the Qualified Allocation Plan ("QAP") provide "information regarding the administration of and eligibility for the low income housing tax credit program" Tex. Gov't Code §2306.67022. In order to better meet this requirement, staff has moved 10 TAC Chapter 10 Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions to Chapter 11, the Qualified Allocation Plan, in order that all information regarding eligibility for Low Income Housing Tax Credits is contained within one rule. Under separate action on 10 TAC Chapter 11, the QAP is being adopted to include these sections.

Two other rules, 10 TAC Chapter 12, the Multifamily Housing Revenue Bond Rules, and 10 TAC Chapter 13, the Multifamily Direct Loan Rule, have relied on these same subchapters for threshold and eligibility requirements, in order to assure consistency of processing and evaluation for all multifamily applications, prevent conflicts that could prevent layering of fund sources if they have different threshold requirements, and present requirements that impact all Developments in a consistent manner. In order to continue to accomplish those goals, the draft 2019 10 TAC Chapters 12 and 13 presented at this meeting include citation changes that will direct Applicants for those fund sources to 10 TAC Chapter 11 for threshold and eligibility requirements.

If the final 2019 QAP is not adopted with all of the subchapters included, this repeal will not move forward, as the Department would be left without the basic framework through which it operates the multifamily programs. In that case, both Chapters 12 and 13 require further amendment.

Attachment A: Preamble, including required analysis, for adopted repeal of 10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions

The Texas Department of Housing and Community Affairs (the "Department") adopts the repeal 10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions. The purpose of the adopted repeal is to eliminate subchapters of 10 TAC Chapter 10 that will be moved to 10 TAC Chapter 11, the Qualified Allocation Plan

The Department has analyzed this adopted rulemaking and the analysis is described below for each category of analysis performed.

a. GOVERNMENT GROWTH IMPACT STATEMENT REQUIRED BY TEX GOV'T CODE §2001.0221.

1. Mr. Irvine has determined that, for the first five years the adopted repeal would be in effect, the adopted repeal does not create or eliminate a government program, but relates to the repeal, and simultaneous adoption in another chapter related to the administration of the Low Income Housing Tax Credit program
2. The adopted repeal does not require a change in work that would require the creation of new employee positions, nor is the adopted repeal significant enough to reduce work load to a degree that any existing employee positions are eliminated.
3. The adopted repeal does not require additional future legislative appropriations.
4. The adopted repeal does not result in an increase in fees paid to the Department nor in a decrease in fees paid to the Department.
5. The adopted repeal is not creating a new regulation.
6. The action will repeal an existing regulation, but is associated with a simultaneous adoption of the subchapters in 10 TAC Chapter 11, the Qualified Allocation Plan, in order to better meet the requirements of Tex Gov't Code §2306.67022.
7. The adopted repeal will not increase nor decrease the number of individuals subject to the rule's applicability.

b. ADVERSE ECONOMIC IMPACT ON SMALL OR MICRO-BUSINESSES OR RURAL COMMUNITIES AND REGULATORY FLEXIBILITY REQUIRED BY TEX GOV'T CODE §2006.002.

The Department has evaluated this adopted repeal and determined that the adopted repeal will not create

an economic effect on small or micro-businesses or rural communities.

c. TAKINGS IMPACT ASSESSMENT REQUIRED BY TEX GOV'T CODE §2007.043. The adopted repeal does not contemplate nor authorize a taking by the Department, therefore no Takings Impact Assessment is required.

d. LOCAL EMPLOYMENT IMPACT STATEMENTS REQUIRED BY TEX GOV'T CODE §2001.024(a)(6).

The Department has evaluated the adopted repeal as to its possible effects on local economies and has determined that for the first five years the adopted repeal would be in effect there would be no economic effect on local employment; therefore no local employment impact statement is required to be prepared for the rule.

e. PUBLIC BENEFIT/COST NOTE REQUIRED BY TEX GOV'T CODE §2001.024(a)(5). Timothy K. Irvine, Executive Director, has determined that, for each year of the first five years the adopted repeal is in effect, the public benefit anticipated as a result of the repealed section would be to better meet the requirements of Tex Gov't Code §2306.67022. There will not be economic costs to individuals required to comply with the repealed section.

f. FISCAL NOTE REQUIRED BY TEX GOV'T CODE §2001.024(a)(4). Mr. Irvine also has determined that for each year of the first five years the adopted repeal is in effect, enforcing or administering the repeal does not have any foreseeable implications related to costs or revenues of the state or local governments.

SUMMARY OF PUBLIC COMMENTS AND STAFF REASONED RESPONSE. The Department accepted public comment between September 21, 2018, and October 12, 2018. No comment was received.

The Board adopted the final order adopting the repeal on November 8, 2018.

STATUTORY AUTHORITY. The adopted repeal is made pursuant to TEX. GOV'T CODE, §2306.053, which authorizes the Department to adopt rules. Except as described herein the adopted repealed sections affect no other code, article, or statute.

10 TAC Chapter 10, Subchapter A, concerning General Information and Definitions, Subchapter B, concerning Site and Development Requirements and Restrictions, Subchapter C, concerning Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications, Subchapter D, concerning Underwriting and Loan Policy, and Subchapter G, concerning Fee Schedule, Appeals and Other Provisions

3a

BOARD ACTION ITEM

EXECUTIVE

NOVEMBER 8, 2018

Presentation, discussion, and possible action to grant certain authority to the Director of Administration and designating an Acting Director

WHEREAS, previously the Executive Director of the Texas Department of Housing and Community Affairs (“TDHCA”), Tim Irvine, announced his intention to end his employment with TDHCA on the last day of November 2018;

WHEREAS, on September 25, 2018, under the authority of Tex. Gov’t Code §2306.056(a) Chairman Goodwin appointed the Executive Director Committee of the Governing Board of TDHCA (the “Committee”) to oversee the process of addressing the transition from the incumbent Executive Director;

WHEREAS, on September 26, 2018, a public posting of the job description for the position of TDHCA Executive Director was placed on the Texas Workforce Commission website as an available position, and applications are being solicited;

WHEREAS, the Committee met in an open meeting on October 10, 2018, and deliberated on this personnel matter in closed session, in accordance with Tex. Gov’t Code §551.074;

WHEREAS, at the Governing Board meeting on October 11, 2018, the Committee reported that, due to the time constraints of locating a suitable new permanent Executive Director prior to Tim Irvine’s departure, the Committee recommended not interviewing or recommending to the Board the hiring of a permanent Executive Director at this time; and the Committee further recommended appointing David Cervantes, the current Director of Administration, as “Acting Director” of TDHCA, as that term is defined by Tex. Gov’t Code §2306.038; and

NOW, therefore, it is hereby

RESOLVED, that in the event that the Executive Director is on leave in accordance with the Department’s Personnel Policies and Procedures, David Cervantes, Director of Administration, be and he hereby is authorized, empowered, and directed, for and on behalf of the Department, to execute, deliver, and cause to be performed such acts and

deeds, approvals, documents, instruments, and writings as the Executive Director is authorized to undertake on behalf of the Department;

FURTHER RESOLVED, that (during the above-described leave event) all authority previously granted to the Executive Director which has yet to be exercised or carried out is deemed to be granted to the Director of Administration; and

FURTHER RESOLVED, that, subject to the requirements of Tex. Gov't Code §2306.038, David Cervantes is designated as the Acting Director of TDHCA effective December 1, 2018.

4

BOARD ACTION REQUEST
MULTIFAMILY FINANCE DIVISION
NOVEMBER 8, 2018

Presentation, discussion, and possible action on an order approving and recommending to the Governor the repeal of 10 TAC Chapter 11 concerning the Housing Tax Credit Program Qualified Allocation Plan, and an order approving and recommending to the Governor in accordance with Tex. Gov't Code §2306.6724(b) the new 10 TAC Chapter 11 concerning the Housing Tax Credit Program Qualified Allocation Plan (which will incorporate into Chapter 11 substance from the Uniform Multifamily Rules being repealed from 10 TAC Chapter 10, Subchapters A, B, C, D, and G), and, upon action by the Governor, directing its publication in the *Texas Register*.

RECOMMENDED ACTION

WHEREAS, the Texas Department of Housing and Community Affairs (the "Department") is authorized by Tex. Gov't Code Ch. 2306, Subchapter DD, to make Housing Tax Credit allocations for the State of Texas;

WHEREAS, pursuant to Tex. Gov't Code §§2306.67022 and .6724 and Internal Revenue Code §42(m)(1), the Department is required to adopt a qualified allocation plan; to establish the procedures and requirements relating to an allocation of Housing Tax Credits;

WHEREAS, the proposed qualified allocation plan, set forth in 10 TAC Chapter 11, was published in the September 21, 2018, issue of the *Texas Register* for public comment; and

WHEREAS, pursuant to Tex. Gov't Code §2306.6724(b) the Board shall adopt and on or before November 15, submit it to the Governor, to approve, reject, or modify and approve not later than December 1;

NOW, therefore, it is hereby

RESOLVED, that the repeal of 10 TAC Chapter 11, and a new 10 TAC Chapter 11 concerning the Housing Tax Credit Qualified Allocation Plan together with the preambles presented to this meeting, are hereby approved and recommended to the Governor; and

FURTHER RESOLVED, that the Executive Director and his designees be and each of them hereby are authorized, empowered, and directed, for and on behalf of the Department, to cause the Qualified Allocation Plan, together with the changes, if any, made at this meeting and the preambles, in the form presented to this meeting, to be delivered to the Governor, not later than November 15th for his review and approval, and to cause the Qualified Allocation Plan, as approved, approved with changes, or rejected by the Governor, and thereafter be published in the *Texas Register* and in connection therewith, make such non-substantive technical corrections as they may deem

necessary to effectuate the foregoing.

BACKGROUND

The Board approved the proposed 10 TAC Chapter 11 regarding the Housing Tax Credit Program Qualified Allocation Plan (“QAP”) at the Board meeting of September 6, 2018, to be published in the *Texas Register* for public comment. Staff has reviewed all comments received and provided a reasoned response to these comments. Staff has listed the areas below that received the most comment.

§11.7	Tie Breaker Factors
§11.9(c)(5)	Underserved Area
§11.9(e)(2)	Cost of Development per Square Foot
§11.101(a)(3)	Neighborhood Risk Factors
§11.101(b)(2)	Development Size Limitations
§11.101(b)(3)(D)	Rehabilitation Costs
§11.101(b)(5)	Common Amenities
§11.101(b)(4)	Mandatory Development Amenities

Attachment 1: Preamble, including required analysis, for repeal of 10 TAC Chapter 11, Qualified Allocation Plan

The Texas Department of Housing and Community Affairs (the "Department") adopts the repeal of 10 TAC Chapter 11, Qualified Allocation Plan ("QAP"). The purpose of the repeal is to eliminate an outdated rule while adopting a new updated rule under separate action.

The Department has analyzed this rulemaking and the analysis is described below for each category of analysis performed.

a. GOVERNMENT GROWTH IMPACT STATEMENT REQUIRED BY TEX. GOV'T CODE §2001.0221.

1. Mr. Irvine has determined that, for the first five years the repeal would be in effect, the repeal does not create or eliminate a government program, but relates to the repeal, and simultaneous readoption making changes to an existing activity, concerning the allocation of Low Income Housing Tax Credits ("LIHTC").

2. The repeal does not require a change in work that would require the creation of new employee positions, nor is the repeal significant enough to reduce work load to a degree that any existing employee positions are eliminated.

3. The repeal does not require additional future legislative appropriations.

4. The repeal does not result in an increase in fees paid to the Department nor in a material decrease in fees paid to the Department. One administrative fee has been eliminated.

5. The repeal is not creating a new layer or type of regulation, but it is repealing and replacing by new rule for a regulation with certain revisions.

6. The action will repeal an existing regulation, but is associated with a simultaneous readoption making changes to an existing activity, concerning the allocation of LIHTC.

7. The repeal will not increase nor decrease the number of individuals subject to the rule's applicability.

8. The repeal will not negatively nor positively affect this state's economy.

b. ADVERSE ECONOMIC IMPACT ON SMALL OR MICRO-BUSINESSES OR RURAL COMMUNITIES AND REGULATORY FLEXIBILITY REQUIRED BY TEX. GOV'T CODE §2006.002.

The Department has evaluated this repeal and determined that the repeal will not create an economic effect on small or micro-businesses or rural communities.

c. TAKINGS IMPACT ASSESSMENT REQUIRED BY TEX. GOV'T CODE §2007.043. The repeal does not contemplate nor authorize a takings by the Department; therefore, no Takings Impact Assessment is required.

d. LOCAL EMPLOYMENT IMPACT STATEMENTS REQUIRED BY TEX. GOV'T CODE §2001.024(a)(6).

The Department has evaluated the repeal and replacement as to its possible effects on local economies and has determined that for the first five years the repeal would be in effect there would be no appreciable change to the economic effect on local employment; therefore no local employment impact statement is required to be prepared for the rule.

e. PUBLIC BENEFIT/COST NOTE REQUIRED BY TEX. GOV'T CODE §2001.024(a)(5). Timothy K. Irvine, Executive Director, has determined that, for each year of the first five years the repeal is in effect, the public benefit anticipated as a result of the repealed section would be an updated and more germane rule for administering the allocation of LIHTC. There will not be economic costs to individuals required to comply with the repealed section.

f. FISCAL NOTE REQUIRED BY TEX. GOV'T CODE §2001.024(a)(4). Mr. Irvine also has determined that for each year of the first five years the repeal is in effect, enforcing or administering the repeal does not have any foreseeable implications related to costs or revenues of the state or local governments.

PUBLIC COMMENT AND REASONED RESPONSE. The public comment period was held September 21, 2018 to October 12, 2018 to receive stakeholder comment on the repealed section. All public comment was analyzed, considered, and responded to by staff. No public comment was received on the repeal of 10 TAC Chapter 11.

STATUTORY AUTHORITY. The repeal is made pursuant to TEX. GOV'T CODE §2306.053, which authorizes the Department to adopt rules. Except as described herein the repealed sections affect no other code, article, or statute.

10 TAC Chapter 11, Qualified Allocation Plan

Attachment 2 Preamble, including required analysis, for new 10 TAC Chapter 11, Qualified Allocation Plan

The Texas Department of Housing and Community Affairs (the “Department”) adopts new 10 TAC Chapter 11, Qualified Allocation Plan (“QAP”). The purpose of the new section is to provide compliance with Tex. Gov’t Code §2306.67022 and to update the rule to: combine all rules affecting the Competitive and non-Competitive Housing Tax Credits (“HTCs”) into one chapter of rules reflecting the Qualified Allocation Plan; update and revise definitions; update the program calendar; revise the distance requirement regarding proximity to proposed Development Sites in the same Application cycle; revise eligibility for the boost in Eligible Basis; increase the rural reservation for a region; clarify the search methods for identifying neighborhood organizations; revise tie-breaker factors for Competitive HTCs; revise Competitive HTC selection criteria; revise Site and Development Requirements and Restrictions, including, but not limited to, undesirable site features, neighborhood risk factors, mandatory Development amenities, common amenities, Unit and Development construction features, resident supportive services, and Development accessibility requirements; increase the mitigation options for neighborhood risk factors; increase the rural unit size limitation for tax-exempt bond developments; revise and clarify the deficiency process; expand on ineligibility criteria for Applicants; make minor revisions to Required Documentation for Application Submission; make minor changes to underwriting criteria that recognizes the availability of the Average Income election to HTC Developments; and, lastly, remove the Third Party Deficiency Request Fee, so that, in the 2019 QAP, the submission of a Request for an Administrative Deficiency (“RFAD”) will be free.

Tex. Gov’t Code §2001.0045(b) does not apply to the action on this rule for two reasons: 1) the state’s adoption of the QAP is necessary to comply with IRC §42; and 2) the state’s adoption of the QAP is necessary to comply with Tex. Gov’t Code §2306.67022. The Department has analyzed this rulemaking and the analysis is described below for each category of analysis performed.

a. GOVERNMENT GROWTH IMPACT STATEMENT REQUIRED BY TEX. GOV’T CODE §2001.0221.

Mr. Timothy K. Irvine, Executive Director, has determined that, for the first five years the new rule would be in effect:

1. The rule does not create or eliminate a government program, but relates to the readoption of this rule which makes changes to an existing activity, concerning the allocation of Low Income Housing Tax Credits (“LIHTC”).
2. The new rule does not require a change in work that would require the creation of new employee positions, nor are the rule changes significant enough to reduce work load to a degree that eliminates any existing employee positions.
3. The new rule does not require additional future legislative appropriations.
4. The new rule will not result in an increase in fees paid to the Department, but will result in a decrease in fees paid to the Department regarding Competitive HTCs, since the Department has removed the \$500 fee associated with the submission of a Third Party Deficiency Request. Program participants will now be able to submit a Third Party Deficiency Request free-of-charge.
5. The rule is not creating a new regulation, except that it is replacing a rule being repealed simultaneously to provide for revisions.
6. The rule will not limit or repeal an existing regulation, but can be considered to “expand” the existing regulations on this activity because the proposed rule has added new scoring options and

has sought to clarify Application requirements. Notably, the 2019 QAP has added definitions (10 TAC §11.1(d)), adjusted the distance requirement for the proximity of Development Sites proposed in the same Application cycle (10 TAC §11.3(g)), increased the rural reserve amount per region, increased the maximum number of units that can be developed in rural areas for tax-exempt bond developments, added a new tie breaker factor (10 TAC 11.7), added a scoring item that allows for the Average Income election (10 TAC 11.9(c)(1)(C)-(D)), increased the allowable building costs per unit to qualify for points, added new “underserved area” scoring items (10 TAC §11.9(c)(5)), provided for various options to mitigate certain undesirable site features or neighborhood risk factors (10 TAC §11.101(a)(1) and §11.101(a)(2), respectively), increased options in mandatory Development amenities (10 TAC §11.101(b)(4)), increased available options for common amenities (10 TAC §11.101(b)(5)), increased available options for Unit and Development construction features (10 TAC §11.101(b)(6)(B)), increased available options for resident supportive services (10 TAC §11.101(b)(7)), added criteria that renders an Applicant ineligible (10 TAC §11.202(1)), expanded site plan requirements under the architecture drawings (10 TAC §11.204(9)), expanded Site Control requirements (10 TAC §11.204(10)), added a requirement of Nonprofit boards submitting Applications to the Department (10 TAC §11.204(14)), and provided other minor changes to the rules in order to better clarify their purpose and intent.

Some “expansions” are offset by corresponding “contractions” in the rules, compared to the 2018 QAP. Notably, the 2019 QAP has removed some definitions (10 TAC §11.1(d)), removed several tie breaker factors (10 TAC §11.7), removed some language for concerted revitalization plan requirements (10 TAC §11.9(d)(7)), removed Development Site eligibility rules if three or more neighborhood risk factors are present (10 TAC §11.101(a)(3)(B)), removed one option for resident supportive services (10 TAC §11.101(b)(7)), provided an exemption of certain townhome Development Units from having to meet visitability requirements (10 TAC §11.101(b)(8)(B)), and removed the Third Party Deficiency Request Fee (previously 10 TAC §11.901(6)).

These additions, removals, and revisions to the QAP are necessary to ensure compliance with IRC §42 and Tx. Gov’t Code §2306.67022.

7. The rule will not increase or decrease the number of individuals subject to the rule’s applicability; and

8. The rule will not negatively affect the state’s economy, and may be considered to have a positive effect on the state’s economy because changes at §11.9(c)(1)(C)-(D) will now allow Competitive HTC Developments to make the Average Income election, which will allow for Units to be set aside for households whose income ranges between 20% and 80% of Area Median Family Income (“AMFI”). Previously, the only elections available to HTC Developments targeted 30%-60% AMFI households. Non-Competitive HTC Developments will also be able to make the Average Income election. By serving both extremely low income (20% AMFI) and modestly low-income (70%-80%) households, the proposed rule will be able to serve more families in Texas. Lower household expenses, made possible by living in a HTC Development, may boost discretionary income and savings among households making 20%-80% AMFI. Additionally, the revised resident supportive services available to Development Owners in 10 TAC §11.101(b)(7) allow Owners to offer services that may help to equip households in HTC Developments with the skills they need to pursue opportunities for upward mobility.

b. ADVERSE ECONOMIC IMPACT ON SMALL OR MICRO-BUSINESSES OR RURAL COMMUNITIES AND REGULATORY FLEXIBILITY REQUIRED BY TEX. GOV’T CODE §2006.002. The Department, in drafting this rule, has attempted to reduce any adverse economic effect on small or micro-business or rural communities while remaining consistent with the statutory requirements of Tex. Gov’t Code, §2306.67022. Some stakeholders have reported

that their average cost of filing an application is between \$50,000 and \$60,000, which may vary depending on the specific type of application, location of the development site, and other non-state of Texas funding sources utilized. The 2019 rules do not, on average, result in an increased cost of filing an application as compared to the 2018 program rules. The 2019 rules result in a slightly lower cost of participating in a Competitive HTC Application cycle, as the Department has removed the fee associated with submitting a Third Party Deficiency Request. Additionally, because of revisions to how Applicants may mitigate neighborhood risk factors, recipients of HTC awards may be able to decrease the cost of having to comply with this rule.

1. The Department has evaluated this rule and determined that none of the adverse affect strategies outlined in Tex. Gov't Code §2006.002(b) are applicable.

2. There are approximately 100 to 150 small or micro-businesses subject to the proposed rule for which the economic impact of the rule may range from \$480 to many thousands of dollars, just to submit an Application for Competitive or non-Competitive HTCs. The Department bases this estimate on the potential number of Applicants and their related parties who may submit applications to TDHCA for LIHTC. The fee for submitting an Application for LIHTC is \$30 per unit, and all Applicants are required to propose constructing, at a minimum, 16 Units. While, in theory, there is no limit to the number of Units that could be proposed in a single Application, practically speaking, the Department sees few proposed Developments larger than 350 Units, which, by way of example, would carry a fee schedule of \$10,500. These Application Fee costs are not inclusive of external costs required by the basic business necessities underlying any real estate transaction, from placing earnest money on land, conducting an Environmental Site Assessment, conducting a market study, potentially retaining counsel, hiring an architect and an engineer to construct basic site designs and elevations, and paying any other related, third-party fees for securing the necessary financing to construct multifamily housing. Nor does this estimate include fees from the Department for Applications that successfully attain an award.

There are 1,296 rural communities potentially subject to the rule for which the economic impact of the rule is projected to be \$0. The rule places no financial burdens on rural communities, as the costs associated with submitting an Application are born entirely by private Applicants. If anything, a rural community securing a LIHTC Development will experience an economic benefit, not least among which is the potential increased property tax revenue from a multifamily Development. Additionally, the rule provides an increase to the amount reserved in each region for rural development, helping to ensure investment increases in rural areas, and provides an increase to the number of units that may be constructed in rural areas for tax-exempt bond developments, which may provided greater incentive for bond investment in rural areas.

3. The Department has determined that because there are rural tax credit awardees, this program helps promote construction activities and long term tax base in rural areas of Texas. Aside from the fees and costs associated with submitting an Application, there is a probable positive economic effect on small or micro-businesses or rural communities that receive LIHTC awards and successfully use those awards to construct multifamily housing, although the specific impact is not able to be quantified in advance.

c. TAKINGS IMPACT ASSESSMENT REQUIRED BY TEX. GOV'T CODE §2007.043. The rule does not contemplate nor authorize a takings by the Department. Therefore, no Takings Impact Assessment is required.

d. LOCAL EMPLOYMENT IMPACT STATEMENTS REQUIRED BY TEX. GOV'T CODE

§2001.024(a)(6).

The Department has evaluated the rule as to its possible effects on local economies and has determined that for the first five years the rule will be in effect the rule may provide a possible positive economic effect on local employment in association with this rule since LIHTC Developments often involve a total input of, typically at a minimum, \$5 million in capital, but often an input of \$10 million - \$30 million. Such a capital investment has concrete direct, indirect, and induced effects on the local and regional economies. However, because the exact location of where program funds and development are directed is not determined in rule, there is no way to determine during rulemaking where the positive effects may occur. Furthermore, while the Department knows that any and all impacts are positive, that impact is not able to be quantified for any given community until a proposed Development is actually awarded LIHTC, given the unique characteristics of each proposed multifamily Development and region in which it is being developed.

Texas Gov't Code §2001.022(a) states that this "impact statement must describe in detail the probable effect of the rule on employment in each geographic region affected by this rule..." Considering that significant construction activity is associated with any LIHTC Development and that each apartment community significantly increases the property value of the land being developed, there are no probable negative effects of the rule on particular geographic regions. If anything, positive effects will ensue in those communities where developers receive LIHTC awards.

e. PUBLIC BENEFIT/COST NOTE REQUIRED BY TEX. GOV'T CODE §2001.024(a)(5). Timothy K. Irvine, Executive Director, has determined that, for each year of the first five years the rule is in effect, the public benefit anticipated as a result of the new section will be an updated and more germane rule for administering the allocation of LIHTC. There is no change to the economic cost to any individuals required to comply with the new section because the same processes described by the rule have already been in place through the rule found at this section being repealed. The average cost for all components of a complete application remains between \$50,000 and \$60,000, which may vary depending on the specific type of application, location of the development site, and other non-state of Texas funding sources utilized. The 2019 rules do not result in an increased cost of filing an application as compared to the 2018 program rules. The 2019 rules may result in a slightly lower cost of participating in a Competitive HTC Application cycle, as the Department has removed the fee associated with submitting a Third Party Deficiency Request. Additionally, because of revisions to how Applicants may mitigate neighborhood risk factors, Applicants for HTC awards may be able to decrease the cost of having to comply with this rule.

f. FISCAL NOTE REQUIRED BY TEX GOV'T CODE §2001.024(a)(4). Mr. Irvine also has determined that for each year of the first five years the new section is in effect, enforcing or administering the new section does not have any foreseeable implications related to costs or revenues of the state or local governments because the same processes described by the rule have already been in place through the rule found at this section being repealed. If anything, Departmental revenues may increase due to a comparatively higher volume of Applications, which slightly increases the amount of fees TDHCA receives.

STATUTORY AUTHORITY. The new sections are proposed pursuant to Texas Government Code, §2306.053, which authorizes the Department to adopt rules. Except as described herein the proposed new sections affect no other code, article, or statute.

SUMMARY OF PUBLIC COMMENT AND STAFF RECOMMENDATIONS

Public comments were accepted between September 21, 2018, and October 12, 2018, with comments received from: (1) Janine Sisak, DMA Companies; (2) Holly Roden, Ascendant Education; (3) Cyrus Reed, Sierra Club, Lone Star Chapter; (4) Michael Luzier, Home Innovation Research Labs; (5) Cynthia Bast, Locke Lord Attorneys & Counselors; (6) Jean Latsha, Pedcor Investments; (7) Jim Sari; (8) Aubrea Hance, Better Texans Services; (9) Rural Rental Housing Association; (10) Texas Association of Local Housing Finance Agencies; (11) Texas Affiliation of Affordable Housing Providers; (12) Alyssa Carpenter; (13) Hilary Andersen, TWG Development; (14) Paul Moore, Steele Properties; (15) Lauren Loney, The Entrepreneurship and Community Development Clinic at the University of Texas School of Law; (16) Brownstone Affordable Housing; Leslie Holleman & Associates; Evolie Housing Partners; and Mears Development and Construction; (17) New Hope Housing; (18) Texas Housers, Texas Low Income Housing Information Service; (19) Nathan Lord, Lord Development; (20) Foundation Communities; and (21) Churchill Residential, Inc.

1. §11 – General Comment; (3), (15)

COMMENT SUMMARY: Commenter (3) believes that the QAP would benefit from a table of contents, both at the beginning of the QAP and at important subchapters and sections. Commenter (3) also believes that a description or table of how scoring works in the QAP, both for competitive scoring items and for threshold requirements, would be helpful to stakeholders who wish to read the QAP.

Commenter (15) suggests that policy changes are needed to preserve LIHTC properties in high opportunity neighborhoods where residents have access to good schools, transit, and jobs. Commenter (15) suggests that preservation tends to be cheaper than new construction and reduces displacement of low income residents, thereby stabilizing schools and neighborhoods. Commenter (15) states that Texas has lost at least 23 properties through the Qualified Contract (“QC”) process, for a total of 5,000 units, and 6 properties are currently in the QC notice period. Commenter requests a new QAP item that discourages Owners from exercising their QC rights. At a minimum, commenter (15) suggests that TDHCA not allow a Qualified Contract until a LIHTC property has been in service for 55 years. Comments regarding specific sections of the QAP are addressed in those sections below.

STAFF RESPONSE: In response to Commenter (3), staff agrees that the QAP would benefit from a table of contents to help readers navigate the QAP, and that an explanation of QAP scoring would be helpful. The suggested revisions do not comport with the structure of the rule, but staff will work to publish a separate table of contents that the reader can add to the final posted document and will post a matrix of the QAP scoring structure. A staff developed Table of Contents will not be a rule of the Department.

Staff recommends no change based on this comment to the QAP, but does intend to create a reader-friendly table of contents of the QAP that can be inserted by the user and a scoring matrix, which will be available on the Department’s website as separate documents from the QAP.

Staff thanks commenter (15) for their research into and advocacy for preserving affordable housing in Texas. The Department takes its directive on this matter from its enabling statute. Tex. Gov’t Code §2306.008 reads, in part, that the Department shall seek to preserve affordable housing by “making low interest financing and grants available to private for-profit and nonprofit buyers who seek to acquire, preserve, and rehabilitate affordable housing” and by “prioritizing available funding and financing resources for affordable housing preservation activities.” Pursuant to Tex. Gov’t Code §2306.6714, the Department devotes 15 percent of its annual allocation of competitive, 9% LIHTC to “At-Risk” Developments. In the 2018 competitive cycle, this 15 percent At-Risk Set-Aside created a pool of funds for preservation totaling approximately \$11.5 million in LIHTCs. Because applicants for competitive 9% LIHTCs can propose the Acquisition and Rehabilitation of a Development, regional allocations also provide funding for the preservation of affordable multifamily housing throughout the state of Texas.

Regarding commenter (15)’s request for a new QAP item that discourages Owners from exercising their Qualified Contract rights, staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment, which is not feasible in the time constraints of the program. Staff suggests that the commenter provide this comment during the 2020 QAP planning process.

Staff recommends no change based on this comment.

2. §11.1(d) – Definitions; (5)

COMMENT SUMMARY: Commenter (5) offers suggestions on several definitions in the QAP.

Regarding the definition of ‘Developer’ at §11.1(d)(35), commenter (5) takes issue with the last sentence of the definition, which commenter (5) purports to read as “the Developer may not be a Related Party or Principal of the Owner.” Commenter (5) states that because it is commonplace for an individual to serve in multiple capacities, such as controlling both the Owner and the Developer, this sentence should be removed.

Regarding the definition of ‘Developer Services’ at §11.1(d)(37), commenter (5) finds this definition problematic because it includes activities that are not allowed in eligible basis. Commenter (5) also believes that the current definition conflicts with a series of Technical Advice Memoranda issued by the IRS in the early 2000s. Commenter (5) states that, if the intent of this definition is to specify what is allowed to be underwritten by the Department’s Real Estate Analysis division then the rule should state such so as not to conflict with federal guidance.

Regarding the definition of ‘Administrative Deficiencies’ at §11.1(d)(2) and ‘Material Deficiency’ at §11.1(d)(78), commenter (5) points out that Administrative Deficiency refers only to Applications, while Material Deficiency applies to both Applications and pre-applications. Commenter (5) asks that, for consistency, staff revise the definition of Administrative Deficiencies to include pre-applications.

Regarding the definition of ‘Underwriting Report’ at §11.1(d)(132), commenter (5) states that the definition reads that the REA Division’s report is the Division’s “conclusion that the Development *will* be financially feasible ...” Commenter wonders if it is not more accurate to state that the purpose of the Underwriting Report is to determine *whether or not* the Development will be financially feasible (emphasis added).

STAFF RESPONSE: In response to commenter (5)’s statements regarding the definition of ‘Developer’, staff believes that commenter (5) may have misread the rule as it is currently written. The last sentence of this definition reads, “the Developer may *or may not* be a Related Party or Principal of the Owner” (emphasis added).

Staff recommends no change based on this comment.

Regarding commenter (5)’s comment regarding the definition of ‘Developer Services’, staff would like to emphasize that the purpose of this definition is to define, from the Department’s perspective, the reasonable activities of a Developer. Because Eligible Basis is a separate term from Developer Services, staff does not see a conflict.

Staff recommends no change based on this comment.

Regarding commenter (5)’s comment regarding the definitions of Administrative Deficiency and Material Deficiency, staff agrees that, like Material Deficiencies, Administrative Deficiencies apply to Applications *and* pre-applications. Staff has made the following revision:

(2) Administrative Deficiencies--Information requested by Department staff that staff requires to clarify or explain one or more inconsistencies; to provide non-material missing information in the original Application or pre-application; or to assist staff in evaluating the Application or pre-application that, in the Department staff's reasonable judgment, may be cured by supplemental information or explanation which will not necessitate a substantial reassessment or re-evaluation of the Application or pre-application. Administrative Deficiencies may be issued at any time while the Application or pre-application or Contract is under consideration by the Department, including at any time while reviewing performance under a Contract, processing documentation for a Commitment of Funds, closing of a loan, processing of a disbursement request, close-out of a Contract, or resolution of any issues related to compliance. A matter may begin as an Administrative Deficiency but later be determined to have constituted a Material Deficiency. By way of example, if an Applicant checks a box for three points for a particular scoring item but provides supporting documentation that would support two points, staff would treat this as an inconsistency and issue an Administrative Deficiency which might ultimately lead to a correction of the checked boxes to align with the provided supporting documentation and support an award of two points. However, if the supporting documentation was missing altogether, this could not be remedied and the point item would be assigned no points.

In response to commenter (5)'s suggestion for the definition of 'Underwriting Report', staff agrees and has made the following revision:

(132)Underwriting Report--Sometimes referred to as the "Report." A decision making tool prepared by the Department's Real Estate Analysis Division that is used by the Department and Board containing a synopsis and reconciliation of the Application information submitted by the Applicant and that Division's conclusion as to whether ~~that~~ the Development will be financially feasible as required by Code §42(m) or other federal regulations.

3. §11.1(j) – Responsibilities of Municipalities and Counties; (18)

COMMENT SUMMARY: Commenter (18) applauds the Department for reminding local Governmental Entities of their fair housing obligations. Commenter (18) suggests that the rule be amended to extend the reminder to scenarios beyond the issuance of a resolution of support to include a locality *not* issuing a resolution of support or failing to formally consider Applications seeking their support. Commenter (18) asks that this subsection be revised as follows:

(j) Responsibilities of Municipalities and Counties. In providing resolutions regarding housing de-concentration issues, threshold requirements, or scoring criteria, municipalities and counties should consult their own staff and legal counsel as to whether such resolution(s), lack of such resolution, or lack of formal consideration by the local governing body of a requested such resolution will be consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas ("FHAAT") form on file, any current Analysis of Impediments to Fair Housing Choice, any current Assessment of Fair Housing, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds.

STAFF RESPONSE: Staff agrees with commenter (18) that, as currently written, the rule's

language does not encompass applicable situations in which a Governmental Entity should consider their fair housing obligations when contemplating LIHTC resolutions. Staff has made the following revision:

(j) **Responsibilities of Municipalities and Counties.** In ~~providing~~ considering resolutions regarding housing de-concentration issues, threshold requirements, or scoring criteria, municipalities and counties should consult their own staff and legal counsel as to whether their handling of actions regarding such resolution(s) ~~will be~~ are consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas (“FHAAT”) form on file, any current Analysis of Impediments to Fair Housing Choice, any current Assessment of Fair Housing, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds.

4. §11.2(a) – Competitive HTC Deadlines; (12)

COMMENT SUMMARY: Commenter (12) notes that there are several places in the QAP that reference the “Full Application Delivery Date as identified in §11.2(a) of this chapter.” However, as currently written, §11.2(a) does not actually label any date as the “Full Application Delivery Date.”

STAFF RESPONSE: Staff agrees with commenter (12) that 10 TAC §11.2(a) should clearly state the Full Application Delivery Date. Currently, the QAP terms this the “End of Application Acceptance Period.” Staff has made the following revision:

03/01/2019 End of Application Acceptance Period and Full Application Delivery Date. ...

5. §11.5(1) – Nonprofit Set-Aside; (15)

COMMENT SUMMARY: Commenter (15) states that while 10 TAC §11.5(1) allocates 10 percent of the competitive State Housing Credit Ceiling to Qualified Nonprofit Developments that meet the requirements of Code §42(h)(5) and Tex. Gov’t Code §2306.6729 and §2306.6706(b), no rule specifies what type of entities may purchase an existing LIHTC property that had been awarded competitive LIHTC under the Nonprofit Set-Aside if the Nonprofit Owner decides to sell the property during the Extended Use Period. Commenter (15) requests that TDHCA amend 10 TAC §11.5(1) so that the Land Use Restriction Agreements of Developments that secure LIHTC through the Nonprofit Set-Aside must require that every future owner be eligible for the Nonprofit Set-Aside through the end of the Extended Use Period.

STAFF RESPONSE: Rules for Ownership Transfers are included in TDHCA’s Asset Management rules at 10 TAC §10.406(f). Commenter (15)’s request to increase the applicable time period of this restriction from the Compliance Period to the Extended Use Period cannot be revised in the QAP without a complementary revision also made in the Asset Management rules, which are not a part of the QAP. Further, as this proposed change limits the future business options of applicants, it is a significant enough change that it would warrant taking the QAP for further public comment, which is not feasible under the statutory timeline. Staff suggests that the commenter provide this comment during the Asset Management Division’s 2020 rule planning process.

6. §11.7 – Tie-Breaker Factors; (9), (11), (13), (16), (17), (18), (21)

COMMENT SUMMARY: Commenters (9) and (11) are in favor of tie breaker factors that do not repeat any Selection Criteria items or similar policies to those already addressed by Selection Criteria, and oppose tie breaker factors that direct developments to specific census tracts. Regarding the first tie breaker factor, commenters (9) and (11) note that an evaluation of poverty is already required under 10 TAC 11.101(a)(3), Neighborhood Risk Factors, and that poverty is evaluated in 10 TAC §11.9(c)(4), Opportunity Index. The commenters recommend that because this tie breaker factor duplicates other considerations of poverty, the evaluation of poverty as a tie-breaker should be eliminated. Commenter (17) voiced support for the requests of commenter (11). Conversely, commenter (21) is in support of the first tie breaker factor, as it is currently written, with poverty rate and rent burden being the first step in breaking a tie between or among Applications.

Regarding the second tie breaker factor, commenters (9), (11), and (16) believe that one particular clause adds uncertainty to the competitive Application process since the Developments evaluated to calculate distance from the nearest Housing Tax Credit assisted Development will depend entirely on the Owners of those Developments and whether or not those Owners are involved in the current year's competitive Application cycle. Commenter (17) voiced support for the concerns and requests of commenter (11). Commenters (9) and (11) state that, as written, the current tie-breaker places an administrative burden on both Applicants and staff, as it is difficult to determine who exercises control over an existing Development. Commenter (16) finds the parenthetical caveat about Developments under the Control of the same Owner as the current Application to be anticompetitive and concludes that this language gives an unfair advantage to Developers with an existing portfolio already in a given area, effectively shutting out new Developers. Commenters (9) and (11) recommend striking that parenthetical caveat:

(2) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development ~~(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)~~ that serves the same Target Population and that was awarded less than 15 years ago according to the Department's property inventory tab of the Site Demographic Characteristics Report. Developments awarded Housing Tax Credits but do not yet have a Land Use Restriction Agreement in place will be considered Housing Tax Credit assisted Developments for purposes of this paragraph according to the property inventory included in the HTC Site Demographic Characteristics Report. The linear measurement will be performed from closest boundary to closest boundary.

Commenter (13) expresses concern that the second tie breaker factor, distance to the nearest Housing Tax Credit assisted Development, may put urban areas at a disadvantage, since LIHTC Developments have historically been clustered in urban areas. Commenter (13) recommends adjusting the tie breaker factor process to include criteria based on the Opportunity Atlas, a public mapping database that traces the socio-economic outcomes of adults to the census tracts they lived in as children. Commenter (3) suggested a new third tie breaker be added that would grant the tie to applicants having committed to higher energy and water conservation codes.

Commenter (18) applauds TDHCA for restoring the use of poverty rates as a primary tie breaker factor and supports the thoughtful incorporation of rent burden data as a secondary component of the first tie breaker factor.

STAFF RESPONSE: Staff thanks commenters (18) and (21) for their support for the first tie breaker factor, 10 TAC §11.7(1). In response to commenters (9), (11), and (17), staff does not agree that poverty should not be included as a tie breaker factor. While poverty is addressed in scoring through the Opportunity Index, not all Applications seek points through that scoring item; a substantial and increasing number of Applications seek points through Concerted Revitalization Plans, where poverty rates are not considered. Further, while all Applications are evaluated against the Department’s threshold requirements regarding poverty at 10 TAC §11.101(B)(i) and 10 TAC §11.101(D)(i), the competitive nature of the 9% LIHTC program warrants equally competitive criteria when determining how to award a limited number of tax credits to construct affordable housing. Staff believes that, coupled with the use of HUD data to identify where rent burden is highest in the state of Texas, the tie breaker factor in 10 TAC 11.7(1) will not only break ties, but may also align with market demand and will help to further the Department’s goals of dispersing affordable housing. Lastly, staff believes that the two-fold nature of the tiebreaker factor serves a two-fold statutory purpose—that of Tex. Gov’t Code §2306.6701(1), which, in staff’s judgment, pertains to rent burden, and that of Tex. Gov’t Code §2306.6725(4), which pertains to serving underserved areas. Further, based on the conflicting input that supports both retaining the first tiebreaker, and removing the first tie breaker, staff recommends no revision and that the first tiebreaker as proposed, be retained.

Staff recommends no change based on this comment.

In response to commenters (9), (11), (16), and (17), staff agrees that the current language in the second tie breaker may inadvertently create an uncompetitive and difficult-to-determine criterion for breaking ties among Applications. Staff has made the following revision:

(2) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development ~~(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)~~ that serves the same Target Population and that was awarded less than 15 years ago according to the Department’s property inventory tab of the Site Demographic Characteristics Report. Developments awarded Housing Tax Credits but do not yet have a Land Use Restriction Agreement in place will be considered Housing Tax Credit assisted Developments for purposes of this paragraph according to the property inventory included in the HTC Site Demographic Characteristics Report. The linear measurement will be performed from closest boundary to closest boundary.

In response to commenters (3) and (13), staff is aware of the research on “Opportunity Zones” and of the importance of energy and water conservation. Staff believes that these suggestions would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support these ideas should raise them during the 2020 QAP planning process.

Staff recommends no change based on this comment.

7. §11.8(b) – Pre-application Threshold Criteria; (5), (13)

COMMENT SUMMARY: Commenter (5) notes that in 10 TAC §11.203, Public Notifications, an Applicant is directed to re-notify applicable public entities if either the total number of Units

increases more than 10 percent or if the density of the proposed Development increases by 5 percent. While the approximate number of Units and Low-Income Units are required content in these notifications, the density of the proposed Development is not required. Commenter (5) requests that 10 TAC §11.8(b) and/or 10 TAC §11.203 be revised so that Applicants are not required to alert recipients of Public Notifications of a change to density when they were not notified of density in the original notification.

Commenter (13) questions the accuracy of the databases (or lack thereof) from Governmental Entities that Applicants must rely upon to identify Neighborhood Organizations and does not believe that there is a uniform record, whether with the Secretary of State or with a county, to track Neighborhood Organizations. Commenter (13) states that the ambiguity of this rule has created problems for previous LIHTC Applications and asks staff to consider removing this requirement.

STAFF RESPONSE: In response to commenter (5), staff believes that there is a statutory reason for requiring re-notification based on a change in density. In Tex. Gov't Code §2306.6712, a change in density is one of many items listed as a "material alteration" of a Development that would require re-notification." To address the discrepancy between the statute and the rule, and bring consistency to the notification process, staff has made the following revisions to 10 TAC §11.8(b)(2)(C) and 10 TAC §11.203(3), respectively:

(C) Contents of Notification.

(i) The notification must include, at a minimum, all of the information described in subclauses (I) – ~~(VII)(VI)~~ of this clause.

(I) the Applicant's name, address, an individual contact name and phone number;

(II) the Development name, address, city, and county;

(III) a statement informing the entity or individual being notified that the Applicant is submitting a request for Housing Tax Credits with the Texas Department of Housing and Community Affairs;

(IV) whether the Development proposes New Construction, Reconstruction, Adaptive Reuse, or Rehabilitation;

(V) the physical type of Development being proposed (*e.g.* single family homes, duplex, apartments, high-rise, etc.); ~~and~~

(VI) the approximate total number of Units and approximate total number of Low- Income Units; ~~and-~~

(VII) the residential density of the Development, i.e. the number of Units per acre.

(3) Contents of Notification.

(A) The notification must include, at a minimum, all information described in clauses (i) - (vii) of this subparagraph.

(i) the Applicant's name, address, individual contact name, and phone number;

(ii) the Development name, address, city and county;

(iii) a statement indicating the program(s) to which the Applicant is applying with the Texas Department of Housing and Community Affairs;

(iv) whether the Development proposes New Construction, Reconstruction, Adaptive Reuse or Rehabilitation;

(v) the physical type of Development being proposed (*e.g.* single family homes, duplex, apartments, high-rise etc.);

(vi) the total number of Units proposed and total number of Low-Income Units

proposed; and

(vii) the residential density of the Development, i.e. the number of Units per acre.

In response to commenter (13), the QAP criteria pertaining to Neighborhood Organization notifications are statutorily required by Tex. Gov't Code §2306.6705(9)(A) and cannot be removed by staff.

Staff recommends no change based on this comment.

8. §11.9(b)(1) – Size and Quality of the Units; (7)

COMMENT SUMMARY: Commenter (7) requests that staff adjust the minimum Unit sizes for Developments to more accurately reflect market preferences today. Commenter requests that an Efficiency Unit be decreased from 550 square feet or more to 500; a one Bedroom Unit be increased from 650 square feet or more to 700; a two Bedroom Unit be increased from 850 square feet or more to 900; a three Bedroom Unit be increased from 1,050 square feet or more to 1,100; and a four Bedroom Unit be increased from 1,250 square feet or more to 1,300.

STAFF RESPONSE: Staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

9. §11.9(b)(2) – Sponsor Characteristics; (5)

COMMENT SUMMARY: Commenter (5) expresses concern that the caveat added to 10 TAC §11.9(b)(2)(A), regarding the ownership structure of a Development that involves a HUB, may not be workable as an organization that is not a part of the Owner may not be able to receive a percentage of cash flow. Commenter asks if, with this caveat, the 50 percent ownership requirement is still required, even though the ownership via the General Partner is excluded. Commenter wonders if, instead, a non-profit Owner could agree to share instead its cash flow with a for-profit HUB through a fee agreement.

STAFF RESPONSE: Staff believes that the proposed language of the rule does not negate the requirement of at least 50 percent ownership of the applicable categories, even if the category of ownership in the General Partner of the Applicant is no longer an option. Regarding the commenter's concern about an interest in Cash Flow still, in effect, requiring ownership in the General Partner, and therefore conflicting with HUD's requirements, staff believes that the QAP's definition of Cash Flow precludes that conflict, since the definition makes no mention of ownership in the General Partner. As a cautionary measure, and in order to be as accommodating as possible of HUD's financing requirements for 202 loans, staff has revised the ownership requirement to allow, if the Applicant wishes, a 50 percent interest in the Developer Fee only.

(A) The ownership structure contains either a HUB certified by the Texas Comptroller of Public Accounts by the Full Application Delivery Date or it contains a Qualified Nonprofit Organization, provided the Application is under the Nonprofit Set-Aside. The HUB or Qualified Nonprofit Organization must have some combination of ownership interest in the General Partner of the Applicant, Cash Flow from operations, and

Developer Fee which taken together equal at least 50 percent and no less than 5 percent for any category. For example, a HUB or Qualified Nonprofit Organization may have 20 percent ownership interest, 25 percent of the Developer Fee, and 5 percent of Cash Flow from operations. For HUD 202 Rehabilitation projects which prohibit for-profit ownership, ownership will not be required for a HUB, only for Cash Flow and /or Developer Fee; the total ownership percentage must still equal 50%, even if it is only attributable to one of the two categories. The HUB or Qualified Nonprofit Organization must also materially participate in the Development and operation of the Development throughout the Compliance Period and must have experience directly related to the housing industry, which may include experience with property management, construction, development, financing, or compliance. Material participation means that the HUB or Qualified Nonprofit is regularly, continuously, and substantially involved in providing services integral to the Development Team; providing services as an independent contractor is not sufficient. A Principal of the HUB or Qualified Nonprofit Organization cannot be a Related Party to any other Principal of the Applicant or Developer (excluding another Principal of said HUB or Qualified Nonprofit Organization). (2 points)

10. §11.9(c)(4) – Opportunity Index; (9)

COMMENT SUMMARY: Commenter (9) appreciates that no revisions were made to the Opportunity Index distances for rural areas, and reiterates their belief that shorter distances to amenities are not an indicator of property viability.

STAFF RESPONSE: Staff thanks commenter (9) for their comment.

11. §11.9(c)(5) – Underserved Area; (7), (9), (18), (21)

COMMENT SUMMARY: Commenter (7) asks that due to population growth trends, the time frame for which another Development could *not* have been awarded be decreased from 30 years to 20 years in (C) and from 15 years to 10 years in (D) and (E).

Commenter (9) appreciates the Department’s creation of a scoring item, 10 TAC §11.9(c)(5)(G), that will aid the preservation of aging At-risk or USDA Developments.

Commenter (18) states that the new Underserved Area scoring item for USDA Developments, under 10 TAC §11.9(c)(5)(G), has no clear nexus with how underserved an area may be in the provision of affordable housing and is simply a reward for being a USDA property that has not received any funding for 30 years. Commenter (18) requests that subparagraph (E) be removed from this scoring item.

Commenter (21) supports the population change, from 150,000 to 100,000, in 10 TAC §11.9(c)(5)(E).

STAFF RESPONSE: Staff thanks commenters (9) and (21) for their support for the current language in this scoring item.

In response to commenter (7)’s request that the look-back periods be reduced from 15 and 30 years to 10 and 20 years, staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Staff suggests that commenter provide this comment

during the 2020 QAP planning process.

Staff recommends no change based on this comment.

In response to commenter (18), staff does not agree that the added scoring item simply rewards USDA properties as any At-risk Development, including USDA, is eligible for the points. Staff believes the item incentivizes the preservation of affordable housing in Underserved Areas, which helps the Department meet its statutory requirements for the preservation of affordable housing.

Staff recommends no change based on this comment.

12. §11.9(c)(7) – Proximity to the Urban Core; (12), (21)

COMMENT SUMMARY: Commenter (12) proposes that the Department remove the last sentence of this scoring item, which reads that “this scoring item will not apply to Applications under the At-Risk Set-Aside.” Commenter (12) states that if the proximity of Developments to urban core is a Departmental priority for subregions, then it should also be a priority for the At-Risk Set-Aside. In response to possible concerns about how this change may impact rural Developments within the At-Risk Set-Aside, commenter (12) argues that Rural Developments already have, in effect, a set-aside through the USDA Set-Aside, which usually consists of Rural Applications. Commenter states that allowing urban core to apply to the At-Risk Set-Aside would not affect the USDA Set-Aside.

Commenter (21) supports this paragraph as it is currently written.

STAFF RESPONSE: Staff thanks commenter (21) for their support for the current language in this scoring item. In response to commenter (12), staff believes that Applications choosing to participate in the At-risk Set-aside compete against each other on a level playing field and that applying Proximity to Urban Core points to Applications in the At-Risk Set-Aside would provide an unnecessary incentive to Applications in Urban areas. Such Applications have the option of competing in the region if they wish to score points under Urban Core.

Staff recommends no change based on this comment.

13. §11.9(c)(8) – Readiness to proceed in disaster impacted counties; (7), (16)

COMMENT SUMMARY: Commenter (7) believes that the Department has placed too much weight on disasters with this scoring item, especially in conjunction with the scoring item available under 10 TAC §11.9(d)(3), Declared Disaster Area, which is worth 10 points. Commenter (7) requests that, if the readiness to proceed in disaster impacted counties scoring item remains, the test be changed from closing financing and executing the contract by the end of November to actually grading the site by the end of January.

Commenter (16) believes that the Department needs to provide the Governing Board with the ability to offer an extension provision in this scoring item to deal with situations which are wholly outside the control of the Developer. Commenter (16) requests that the following revision be made to subparagraph (B) of this paragraph:

(B) The Board cannot and will not waive the deadline and will not consider waiver under its general rule regarding waivers. Failure to close all financing and provide evidence of an

executed construction contract by the November deadline will result in penalty under 10 TAC §11.9(f), as determined solely by the Board. The Board may consider an extension request beyond the five (5) business days contemplated in 10 TAC §11.2(a), related to Competitive HTC Deadlines, for cases of Force Majeure. For purposes of this clause only, Force Majeure will also include the death of a land seller prior to closing.

STAFF RESPONSE: In response to commenter (7), staff notes that this scoring item was added into the 2018 QAP by the Office of the Governor which believed that Applicants equipped to meet the compressed timeline required by this scoring item should be rewarded for that capacity. Staff believes the suggested revision would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

In response to commenter (16), staff notes that this scoring item was added by the Office of the Governor to include the prohibition on an extension of the deadline. Staff does not believe that the extension provision in 10 TAC §11.2(a) should apply to this scoring item. If commenter (16) is concerned with penalties associated with not meeting the deadline originally agreed to in 10 TAC §11.9(c)(8), as outlined in 10 TAC §11.9(f), staff reminds the commenter that all Applicants retain the right to present matters of fact to the Governing Board. Administratively, not related to this comment, staff has revised the timeline in 10 TAC §11.2(a) to reiterate that an extension is *not* allowed for this scoring item.

Staff recommends no change to the readiness to proceed points based on this comment.

14. §11.9(d) – Criteria Promoting Community Support and Engagement; (18)

COMMENT SUMMARY:

Commenter (18) states that the Fair Housing consideration and referral process included in 10 TAC §11.9(d)(6)(D) should apply not only to paragraph (6), regarding Input from Community Organizations, but should apply to all input received from all entities listed under subsection (d). Commenter (18) requests that subparagraph (D) be moved from 10 TAC §11.9(d)(6) to the beginning of 10 TAC §11.9(d), so that, in effect, the language applies to all forms of community input.

STAFF RESPONSE: In response to commenter (18)'s request to move subparagraph (D) under 10 TAC §11.9(d)(6) to 10 TAC §11.9(d) so that it applies to the entire subsection, staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

15. §11.9(d)(1) – Local Government Support; (18)

COMMENT SUMMARY: Commenter (18) applauds the Department for reminding local Governmental Entities of their fair housing obligations. Commenter (18) suggests that the rule be amended to extend the reminder to scenarios beyond the issuance of a resolution of support to

include a locality *not* issuing a resolution of support or failing to formally consider Applications seeking their support. Commenter (18) asks that this paragraph be revised as follows:

(1) Local Government Support. (§2306.6710(b)(1)(B)) An Application may qualify for up to seventeen (17) points for a resolution or resolutions voted on and adopted by the bodies reflected in subparagraphs (A) - (C) of this paragraph, as applicable. The resolution(s) must be dated prior to Final Input from Elected Officials Delivery Date and must be submitted to the Department no later than the Final Input from Elected Officials Delivery Date as identified in §11.2(a) of this chapter. Such resolution(s) must specifically identify the Development whether by legal description, address, Development name, Application number or other verifiable method. In providing a resolution a municipality or county should consult its own staff and legal counsel as to whether such resolution, lack of such resolution, or lack of formal consideration by the local governing body of a requested such resolution will be consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas (“FHAST”) form on file, any current Analysis of Impediments to Fair Housing Choice, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds. Resolutions received by the Department setting forth that the municipality and/or county objects to or opposes the Application or Development will result in zero points awarded to the Application for that Governing Body. Such resolutions will be added to the Application posted on the Department’s website. Once a resolution is submitted to the Department it may not be changed or withdrawn. For an Application with a proposed Development Site that, at the time of the initial filing of the Application, is:

STAFF RESPONSE: Staff agrees with commenter (18) that, as currently written, the rule’s language does not encompass applicable situations in which a Governmental Entity should consider their fair housing obligations when contemplating LIHTC resolutions. Staff has made the following revision:

(1) Local Government Support. (§2306.6710(b)(1)(B)) An Application may qualify for up to seventeen (17) points for a resolution or resolutions voted on and adopted by the bodies reflected in subparagraphs (A) - (C) of this paragraph, as applicable. The resolution(s) must be dated prior to Final Input from Elected Officials Delivery Date and must be submitted to the Department no later than the Final Input from Elected Officials Delivery Date as identified in §11.2(a) of this chapter. Such resolution(s) must specifically identify the Development whether by legal description, address, Development name, Application number or other verifiable method. ~~In providing a resolution a~~ municipality or county should consult its own staff and legal counsel as to whether its handling of their actions regarding such resolution(s) ~~will be~~ are consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas (“FHAST”) form on file, any current Analysis of Impediments to Fair Housing Choice, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds. Resolutions received by the Department setting forth that the municipality and/or county objects to or opposes the Application or Development will result in zero points awarded to the Application for that Governing Body. Such resolutions will be added to the Application posted on the Department’s website. Once a resolution is submitted to the Department it may not be changed or withdrawn. For an Application with a proposed Development Site that, at the time of the initial filing of the Application, is:

16. §11.9(d)(3) – Declared Disaster Area; (7)

COMMENT SUMMARY: Commenter (7) requests that the Department drop consideration of disaster areas in its competitive scoring criteria as commenter believes that this scoring item creates unfair competition within regions, when one county has been declared a disaster area but a neighboring county has not. Commenter recommends that if it must remain, instead of eligible disasters being those that have occurred within a 2 year period prior to the date of Application submission, a 1 year period be used. Commenter recommends, alternatively, limiting the scoring item only to areas that have faced severe disasters, like the counties impacted by Hurricane Harvey.

STAFF RESPONSE: In response to commenter (7), staff notes that the scoring item located in 10 TAC §11.9(d)(3) is statutorily required under Tex. Gov't Code §2306.6710(b)(1)(H). As such, staff cannot remove or modify the scoring item.

Staff recommends no change based on this comment.

17. §11.9(d)(4) – Quantifiable Community Participation; (12), (13)

COMMENT SUMMARY: Commenter (12) requests that staff clarify if points can still be awarded under 10 TAC §11.9(d)(6), Input from Community Organizations, when an Applicant successfully challenges opposition from a Neighborhood Organization. Commenter (12) suggests that, in instances like this, an Applicant should automatically receive 4 points under this paragraph, 10 TAC §11.9(d)(4), and should also be eligible to pursue another 4 points under 10 TAC 11.9(d)(6), Input from Community Organizations.

Commenter (13) requests that staff remove the requirements and points associated with Quantifiable Community Participation in 10 TAC §11.9(d)(4) since the politics of some neighborhood organizations may be at odds with federal fair housing laws.

STAFF RESPONSE: In response to Commenter (12), staff agrees that clarification is needed and specifies that if an Applicant successfully challenges opposition from a Neighborhood Organization because that Neighborhood Organization's opposition was found to be contrary to the findings and determinations of the local government, then the Application will be eligible for four (4) points under 10 TAC §11.9(d)(4)(C)(v) "for areas where no Neighborhood Organization is in existence, equating to neutrality or lack of objection, *or where the Neighborhood Organization did not meet the explicit requirement of this section,*" and for four points under 10 TAC §11.9(d)(6), Input from Community Organizations, provided evidence for such was included in the Application. Staff has made the following revision:

(D) Challenges to opposition. Any written statement from a Neighborhood Organization expressing opposition to an Application may be challenged if it is contrary to findings or determinations, including zoning determinations, of a municipality, county, school district, or other local Governmental Entity having jurisdiction or oversight over the finding or determination. If any such statement is challenged, the challenger must declare the basis for the challenge and submit such challenge by the Challenges to Neighborhood Organization Opposition Delivery Date May 1, 2019. The Neighborhood Organization expressing opposition will be given seven (7) calendar days to provide any information related to the issue of whether their assertions are contrary to the findings or

determinations of a local Governmental Entity. All such materials and the analysis of the Department's staff will be provided to a fact finder, chosen by the Department, for review and a determination of the issue presented by this subsection. The fact finder will not make determinations as to the accuracy of the statements presented, but only with regard to whether the statements are contrary to findings or determinations of a local Governmental Entity. The fact finder's determination will be final and may not be waived or appealed. Should the Neighborhood Organization's statements be found to be contrary to findings or determinations of a local Government Entity, or should the Neighborhood Organization not respond in seven (7) calendar days, then the Application shall be eligible for four (4) points under subparagraph (C)(v) of this subsection.

In response to commenter (13), staff notes that the QAP criteria pertaining to Neighborhood Organization notifications are statutorily required by Tex. Gov't Code §2306.6710(b)(1)(I) & §2306.6725(a)(2), respectively, and cannot be removed by staff.

Staff recommends no change based on this comment.

18. §11.9(d)(7) – Concerted Revitalization Plan; (12), (18), (21)

COMMENT SUMMARY: Commenter (12) stated that for Developments in a Rural Area, the option to receive 2 points under subsection (ii) does not make much sense considering the ability to receive 4 points under subsection (i). The commenter clarified the comment to state that under subparagraph (B), the scoring item specified in clause (i), which pertains to the physical and occupancy attributes of an existing Development, is not related to the scoring item specified in clause (ii), which pertains to a local Governmental Entities' revitalization efforts for a geographic area with the municipality or county (as applicable).

Commenter (18) states that in the scoring criteria specified in 10 TAC §11.9(d)(7)(A)(iv)(I), which reads in part, "The letter must also discuss how the improvements will lead to an appropriate area for the placement of housing," the focus should not be on the placement of proposed housing but on the individuals and families who will live in the proposed housing. Commenter (18) proposes the following revision:

(I) Applications will receive four (4) points for a letter from the appropriate local official providing documentation of measurable improvements within the revitalization area based on the targeted efforts outlined in the plan and in reference to the requirements of 10 TAC §11.9(d)(7)(A)(iii)(I-IV). The letter must also discuss how the improvements will lead to an appropriate area for ~~the placement of housing~~ individuals and families who would be eligible to live in the proposed Development; and

Commenter (21) is in support of the language found at 10 TAC 11.9(d)(7)(A)(iii)(IV) as currently written.

STAFF RESPONSE: Staff thanks commenter (21) for their support of the current language of this paragraph.

In response to commenter (12), staff notes that the current structure of 10 TAC §11.9(D)(7)(B), Concerted Revitalization Plan for Rural Developments, is very different from that of Urban areas in that evidence of an actual written plan is not required. Instead, Local Government officials are given the opportunity to comment on the impact of Rehabilitation or Reconstruction of existing

developments in their jurisdictions. Commenter made no suggestions of alternate language for staff to consider. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

In response to commenter (18), staff believes that basing a local official's letter on an objective criteria such as how revitalization efforts are conducive to *housing*—not the specific residents of the housing or the fact that they are lower income—corresponds to the Department's matter-of-fact concerns about zoning, infrastructure, fees, and other local matters. Staff believes that the proposed language would cause a shift in focus for the scoring item that would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

19.§11.9(e)(2) – Cost of Development per Square Foot; (9), (11), (12), (13), (17), (21)

COMMENT SUMMARY: Commenters (9), (11), and (17) appreciate the 5% increase to each cost per square foot amount in this paragraph. However, commenters (9), (11), and (17) ask that, to the extent that TDHCA's cost certification data indicates a cost increase trend in excess of the 5% increases proposed in the draft QAP, the Department should implement a percentage increase in the cost thresholds in an amount equal to the percentage increase supported by TDHCA's own data. Commenter (17) requests that the Department aggregate the data from submitted Cost Certifications to determine a trend for costs so as to more accurately estimate construction costs that Developers may be facing in the field.

Commenters (11) and (17) state that they are supportive of TDHCA's ongoing evaluation of internal data submitted by the development community, including Construction Status Reports and Cost Certifications, in order to craft better and more accurate QAP policies. Commenter (11) states support for accurately reflecting construction cost data within the QAP.

Commenter (12) points out that, in 10 TAC §11.9(e)(2)(E), Adaptive Reuse Developments are paired with Rehabilitation Developments, when considering the cost per square foot cost thresholds for competitive scoring. However, in 10 TAC §11.1(d)(1), the definition of 'Adaptive Reuse' reads, in part, that "Adaptive Reuse Developments will be considered as New Construction." Because Adaptive Reuse Developments often have costs much higher than Rehabilitation Developments and in order to align Adaptive Reuse's cost requirements with its definitional correlates, commenter (12) recommends that, for the purposes of this scoring item, Adaptive Reuse be paired with New Construction's scoring criteria.

Commenter (13) states that the voluntary eligible building costs of \$76.44 per square foot and the voluntary eligible hard costs of \$98.28 per square foot allowed in this scoring item seem to contradict the median per-unit costs for new construction projects in Texas, according to the recent report on LIHTC Development costs released by the Government Accountability Office ("GAO"). Commenter (13), referencing the same report, also questions the higher cost thresholds allowed for Rehabilitation Developments. Commenter (13) concludes that the rule, as currently written, does not account for the true differences in construction costs among Development types and locations, and asks staff to consider revising the rule.

Commenter (17) welcomes the increased NRA allowed for Supportive Housing Developments through the addition of some Common Area on a per unit basis. Commenter (17) shares that this greatly increases project feasibility and offers greater incentives to develop even more service space for their residents.

Commenter (21) supports the 5% increase to cost thresholds in this paragraph.

STAFF RESPONSE: Staff thanks commenters (9), (11), (17), and (21) for their support for the 5 percent increase to the cost per square foot thresholds in 10 TAC §11.9(e)(2). Staff also thanks commenter (17) for the support for the increase in NRA allowed for Supportive Housing Developments through the increase in per unit Common Area square footage.

Regarding the request from commenters (9), (11), and (17) to increase the cost per square foot thresholds by more than the proposed five percent, staff does not believe that there is sufficient evidence at this time to justify such a revision. Staff agrees with commenters (11) and (17) that ongoing evaluation of internal data submitted by the development community, including Construction Status Reports and Cost Certifications, will allow staff to craft better and more accurate QAP policies regarding development costs, and will endeavor to review Department data to make appropriate adjustments in the draft QAP each year.

Staff recommends no change based on this comment.

Staff thanks commenters (11) and (17) for their support of staff's efforts to try and develop an internal mechanism for tracking the annual changes in Developments' costs.

In response to commenter (12)'s concern about Adaptive Reuse Development costs, staff believes that the change suggested by the commenter would result in a lower cost threshold applied to Adaptive Reuse Developments, which is contrary to the commenter's statement. Staff does not believe that defining Adaptive Reuse as New Construction as a Development Type correlates to equalization of the costs for what is usually a very different set of factual development costs for Adaptive Reuse Developments. Staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

In response to commenter (13), staff does not believe that scoring criteria for cost of Development per square foot, in 10 TAC §11.9(e)(2), contradicts the GAO study on LIHTC Development costs. Staff believes that the QAP's competitive cost criteria lend credence to and support for the findings of the GAO report. There is a history of TDHCA revising this scoring item to align with rising construction costs, and, in fact, TDHCA has done so several times over the past decade. Regarding commenter (13)'s concerns about differences between costs for Rehabilitation versus New Construction, staff notes that the competitive scoring criteria for Rehabilitation's cost per square foot includes acquisition costs, which will greatly increase its cost per square foot value relative to New Construction. Staff's reading of the GAO report in Appendix III, regarding median per unit Hard and Soft Development Costs for LIHTC Rehabilitation Developments completed in 2011-2015, suggests an *increasing* cost of Rehabilitation, with the per Unit cost rising from \$92,806 to \$129,425. Staff believes that

commenter (13)'s request that the QAP's scoring criteria for costs per square foot better reflect the differences among different locations and Development types would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

20. §11.9(e)(4) – Leveraging of Private, State, and Federal Resources; (7), (9), (11), (17), (19)

COMMENT SUMMARY: Commenters (7) and (19) state that historic tax credits should qualify as an eligible source of funds for leveraging since CDBG Disaster Recovery, HOPE VI, RAD, and Choice Neighborhoods funding qualify. Commenters (7) and (19) state that historic tax credits in effect provide 40% of a Development's cost through equity, which should be strongly rewarded by the Department.

Commenters (9) and (11) support and appreciate staff's proposed percentage increases to each level of leveraging in this scoring item. Commenters (9) and (11) believe that these increases will allow for greater financial feasibility among Developments. Commenter (17) voiced support for the statement of commenter (11).

STAFF RESPONSE: Staff thanks commenters (9), (11), and (17) for their support of the current language in this paragraph, which has raised the leveraging percentages by 1 percent each.

In response to commenters (7) and (19), staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

21. §11.9(e)(5) – Extended Affordability; (15)

COMMENT SUMMARY: Commenter (15) states that the additional 5 years of affordability beyond the 30 year Affordability Period (for a total of 35 years) is insufficient and should be longer to receive the current level of points. Commenter (15) cites Tex. Gov't Code Chapter 2306, stating that TDHCA must adopt policies that "keep the rents affordable for low income tenants for the longest period that is economically feasible." Commenter (15) shares that 26 states either require or incent Applicants to commit to Affordability Periods longer than TDHCA's 35 year period. Commenter (15) requests that TDHCA require or incent (i.e., via threshold or via scoring) an extended Affordability Period of 55 years.

STAFF RESPONSE: In response to commenter (15), staff believes that this suggestion would represent sufficiently substantive changes from what was proposed that it could not be accomplished without republishing the QAP for public comment. Commenters that support this idea should raise it during the 2020 QAP planning process.

Staff recommends no change based on this comment.

22. §11.9(e)(7) – Right of First Refusal; (15)

COMMENT SUMMARY: Commenter (15) states that Right of First Refusal (“ROFR”) is integral to nonprofit organizations’ ability to purchase LIHTC properties which is presumed to make them more likely to remain affordable. However, according to commenter (15), there are at least 500 4% LIHTC properties and many 9% LIHTC properties that do not have a ROFR provision, thereby placing thousands of renters at risk of displacement. Commenter (15) suggests that ROFR be moved from scoring to threshold and become a standard requirement for all LIHTC Developments approved by TDHCA. If that is not feasible, commenter (15) asks that the point value of this item be increased from 1 point to 5 points.

STAFF RESPONSE: In response to commenter (15), staff believes that this suggestion is not allowed by statute in Tex. Gov’t Code §2306.6725(b), which allows for an incentive to commit to ROFR through a *scoring* mechanism. Staff, therefore, does not believe that the Department can change this scoring item to a threshold requirement.

Staff recommends no change based on this comment.

23. §11.101(a) – Site and Development Requirements and Restrictions – General Comment (3)

COMMENT SUMMARY: Commenter (3) recommended there be introductory text on the number of points and categories available and minimum thresholds for each category of amenities.

STAFF RESPONSE: The sections relating to the common amenities, unit and development construction features, along with the resident supportive services currently contain language that specifies how many points are required to meet threshold.

Staff recommends no changes based on this comment.

24. §11.101(a)(1) – Floodplain (18)

COMMENT SUMMARY: Commenter (18) explained that while this section provides an exemption for rehabilitation developments located in a floodplain if they have existing and ongoing federal assistance from HUD or USDA, the Department should not perpetuate the mistake made by HUD or USDA by continuing to subject low-income families to an unacceptable flood risk. Commenter (18) recommended that the Department not exempt HUD and USDA funded rehabilitation developments from floodplain mitigation requirements listed in this section and further recommended that applicants be required to notify all prospective and current tenants that their housing unit and/or parking area is located in a floodplain and that they get appropriate insurance or take necessary precautions in the event of heavy rain that may lead to flooding.

STAFF RESPONSE: Staff does not disagree that tenants should be notified with respect to their unit and/or parking area being located in a floodplain; however, staff believes that the most appropriate place in rule for this revision to be integrated is under 10 TAC §10.610 of the Compliance Rules relating to Written Policies and Procedures and possibly 10 TAC §10.613(k) relating to the Tenant Rights and Resources Guide. Staff encourages commenter (18) to engage the appropriate staff as those rules were made available for public comment starting on October 26, 2018. As it relates to flood insurance, staff notes that 10 TAC §10.302 addresses such requirements.

Staff recommends no changes based on these comments.

25. §11.101(a)(2) – Undesirable Site Features (18)

COMMENT SUMMARY: Commenter (18) asserted that the Department should not choose to defer in whole to state and federal minimum separation regulations in cases where they are less stringent than that of the distances specified under this section. Commenter (18) believed that in doing so, they would undermine the Department's efforts to protect tenants of Department-subsidized housing. Commenter (18) suggested the Department not act upon any recommendations received from other commenters to reduce the distances specified in this section and further requested the distances remain at those proposed in the 2019 Draft QAP. Moreover, commenter (18) recommended the language in this section be modified to state the Department will defer to that federal or state agency only if that agency's minimum separation requirement is greater than that required by the Department.

STAFF RESPONSE: In response to the commenter on the minimum separation distances by state or federal agencies who regulate proximity of the undesirable feature to residential development referenced in the rule, this was intended to cover issues not necessarily contemplated in the QAP so that when unique situations arise, some reference to the standard to be applied will be in the QAP. Staff believes this to be appropriate in the absence of other evidence to indicate more appropriate separation distances. As requested by commenter (18) no changes to distances were made.

Staff recommends no changes based on these comments.

26. §11.101(a)(3) – Neighborhood Risk Factors (5), (6), (9), (10), (11), (12), (17), (18)

COMMENT SUMMARY: Commenter (5) expressed confusion over whether certain mitigation items are mandatory. Specifically, commenter (5) referenced the language used in subparagraph (C) which indicates that the mitigation provided for in those clauses “may” be provided while language under subparagraph (D) states that such mitigation “must include” certain documentation “including”, but is not limited to those identified in the clauses of that subparagraph. Commenter (5) recommended that subparagraph (D) be modified to reflect the following:

“Mitigation ~~should~~must include documentation of efforts underway at the time of Application, or other factors deemed relevant by the Applicant; mitigation may include~~including~~, but is not limited to, the measures described in clauses (i) – (iv) of this subparagraph.”

Similarly, commenter (6) stated that specific words used in the rule (i.e. “must” over “may”) limits flexibility on the part of staff in arriving at a recommendation. Commenters (6), (10), (11), (17) referred to comments made at the September 5, 2018, Rules Committee meeting that the language proposed was actually intended to give applicants guidance and flexibility when providing evidence that a particular site should be found eligible. This idea is supported, in part, in subparagraph (C); however, there is conflicting language also in subparagraph (C) and subparagraph (D). The rule contains language that is highly prescriptive, according to commenters (6), (10), (11), and (17) regarding mitigation, and the documentation required to be submitted, giving staff very little ability to holistically evaluate a site and make a positive recommendation based on that evaluation.

Commenters (10), (11), (17) expressed support for the new language that requires the Board to document the reasons for finding a site eligible that conflicts with staff recommendations.

Commenter (12) expressed similar concerns that the language “will include, but is not limited to” indicates that the application will (must) jointly satisfy the requirements of the subclauses listed and is not limited to just those subclauses. Commenter (12) asserted that some school districts and developments will not be able to satisfy these subclauses and recommended they be suggestions or options to prove mitigation and not requirements.

Commenter (5) expressed concern over proposed changes relating to crime mitigation that requires a statement from a chief of police or sheriff. Commenter (5) further explained that such statement is unrealistic and does not take into account the fact that some law enforcement agencies have a policy of not making such written statements. Commenter (5) recommended that

the statement be an option for mitigation, but not a requirement, so as to allow flexibility depending on what some law enforcement agencies are willing to provide.

Commenter (18) emphasized that the Department should not loosen the restrictions or remove entirely the risk factors noted in this section and supports the use of Neighborhood Scout for purposes of identifying crime rates at the census tract level. Commenter (18) reiterated that there is no good reason to remove its consideration over unproven allegations of inaccuracy or unreliability.

Commenter (5) also provided comment relating to school mitigation and proposed language that indicates certain forms of mitigation are required instead of suggestions. Commenter (5) recommended the following revision to subparagraph (D)(iv):

“Evidence of mitigation for all of the schools in the attendance zone that have not achieved Met Stand ~~will~~may include, but is not limited to...”

Additional comments relating to school mitigation by commenter (5) include a concern over the language noted below that requires a Texas Education Agency (“TEA”) staff member to verify a statement by a school official. Commenter (5) asserted that unless the Department has independently verified with appropriate TEA personnel that this kind of statement is achievable, it should be removed from the rule. Commenters (11) and (17) similarly expressed concern over what seems to be required mitigation that is impractical to achieve.

Commenter (6) similarly expressed that the very specific statement from a school official and requirement to provide intense resident services, while in some instances may be necessary, it can be considered excessive in other instances.

Commenters (6), (9), (10), (11), and (17) asserted that the language in clause (iv) is not needed due to the current systems in place that require all campuses to have improvement plans and be in contact with TEA. Moreover, according to commenters (6), (9), (10), (11), and (17) students in the attendance zones of poorly performing schools are already allowed to request transfers.

Commenters (6), (9), (10), (11), and (17) indicated that the requirement to provide costly after-school programs and/or transportation while a school does not have the desired rating is overly burdensome in some cases and should be considered on a case-by-case basis depending on the school in question. Commenters (6), (9), (10), (11), and (17) stated that the requirement could prove burdensome on Department compliance staff if they are expected to first determine, based on ever-changing school ratings and accountability systems, whether or not certain services (including transportation, contracts with Head Start providers, and on-site educational services) are required at a property at any given time.

Commenter (18) stated that although the passage of HB 3574 during the 85th legislative session prohibits school quality as a scoring criterion, the Department should still continue to consider it as a threshold criterion. According to commenter (18), this threshold criterion should be sufficiently demanding so that the requirement is not considered meaningless. Commenter (18) indicated that according to the TEA 2017 Accountability Ratings, 87% of all Texas public schools have the Met Standard rating, and among those schools, there are widely varying Index 1 scores which was the criteria that was used in scoring in 2017. While the Department used an Index 1 threshold score of 77 in awarding points for educational quality, according to commenter (18) among all schools that achieved the Met Standard rating in 2017 were over 500 schools that

received an Index 1 score of 60 or less, and some with scores as low as the 40s and even one with a score of 18. Commenter (18) asserts that such an enormous drop in educational quality standards in the QAP is not acceptable. Commenter (18) recommended that the Department include an Index 1 threshold requirement based on the average score by Uniform Service Region in conjunction with the Met Standard rating to ensure children residing in HTC properties continue to benefit from access to high quality education. Moreover, commenter (18) recommended the school-related mitigation requirements under subparagraphs (C) and (D) requirement improvements to meet this Index 1 threshold.

Commenter (6) requested the language in §11.101(a)(3) revert to the 2018 language, in its entirety, but further suggested that if the language remains as proposed that such mitigation examples be included in the Multifamily Programs Procedures Manual and not in the rule.

Commenters (6), (9), (10), (11), and (17) suggested that, should the language remain, the last sentence in subparagraph (C) be moved to subparagraph (D) and slightly revised so that it reads as follows:

“Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. ~~Mitigation must include documentation of efforts underway at the time of Application, including but not limited to, the measures described in clauses (i) – (iv) of this subparagraph.~~ The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this subparagraph, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible. In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing.”

Commenter (9), (10), (11), and (17) requested the language used in (a)(3)(D)(iii) relating to plans to reduce blight having “adequate” budgets and timelines revert to the 2018 language. Specifically, commenters (9), (10), (11), and (17) indicated the requirements for a plan in general is sufficient and that the added language will make it difficult for staff to recommend any site be found eligible.

STAFF RESPONSE:

In response to comments relating to mitigation for crime and schools, staff recommends the following modifications to this section:

“(C) Should any of the neighborhood risk factors described in subparagraph (B) of this paragraph exist, the Applicant must submit the Neighborhood Risk Factors Report that contains the information described in clauses (i) - (viii) of this subparagraph and mitigation pursuant to subparagraph (D) of this paragraph as such information might be considered to pertain to the neighborhood risk factor(s) disclosed so that staff may conduct a further Development Site and neighborhood review. ~~The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this section, below, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be~~

~~found eligible.~~

(D) Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. Mitigation must include documentation of efforts underway at the time of Application, and may include, including, but is not limited to, the measures described in clauses (i) - (iv) of this subparagraph, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible. In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing....

...~~(ii) Evidence in the form of data and testimony maintained~~ by the most qualified person ~~(as described in subclause (IV) of this clause)~~ that ~~either subclause (I) or (II) can be supported as further described in subclause (III):~~

~~(I)~~ the data and evidence establish that there is a reasonable basis to proceed on the belief that the crime data shows, or will show, a favorable trend such that within the next two years Part I violent crime for that location is expected to be less than 18 per 1,000 persons, ~~or~~

~~(II)~~ the data and evidence reveal that the data reported on neighborhoodscout.com does not accurately reflect the true nature of what is occurring and what is actually occurring does not rise to the level to cause a concern to the Board over the level of Part I violent crime for the location.

~~(III)~~ The data and ~~testimony must be in the form of an affidavit from the most qualified person as described in subclause (IV) of this clause.~~ ~~Evidence~~evidence

may be based on violent crime data from the city's police department or county sheriff's department, as applicable based on the location of the Development, for the police beat or patrol area within which the Development Site is located, based on the population of the police beat or patrol area that yields a crime rate below the threshold indicated in this section or that would yield a crime rate below the threshold indicated in this section by the time the Development is placed into service. The instances of violent crimes within the police beat or patrol area that encompass the census tract, calculated based on the population of the census tract, may also be used. A map plotting all instances of violent crimes within a one-half mile radius of the Development Site may also be submitted, provided that it reflects that the crimes identified are not at a level that would warrant an ongoing concern. The data must include incidents reported during the entire 2017 and 2018 calendar year. Violent crimes reported through the date of Application submission must be requested by staff as part of the assessment performed under subparagraph (C) of this paragraph. A written statement from the most qualified person (i.e. Chief of Police or Sherriff (as applicable) or the police officer/detective for the police beat or patrol area containing the proposed Development Site), including a description of efforts by such enforcement agency addressing issues of crime and the results of their efforts must be provided, and depending on the data provided by the Applicant, such written statement may be required, as determined by staff. It is expected that such written statement would also speak to whether there is a reasonable expectation that based on the efforts underway crime data reflects a favorable downward trend. For Rehabilitation or Reconstruction Developments, to the extent that the high level of criminal activity is concentrated at the Development Site, documentation may be submitted to indicate such issue(s) could be remedied by the proposed Development.

Evidence of such remediation should go beyond what would be considered a typical scope of work and should include a security plan, partnerships with external agencies, or other efforts to be implemented that would deter criminal activity. Information on whether such security features have been successful at any of the Applicant's existing properties should also be submitted, if applicable.

~~–(IV) The most qualified person is the Chief of Police or his/her designee, in the case of a municipality or other unit of local government that has a police department; or the Sheriff or his/her designee, in the case of an area not within a municipality or served by a police department.~~

... (iv) Evidence of mitigation for all of the schools in the attendance zone that have not achieved Met Standard ~~may will~~ include, but is not limited to, ~~jointly~~ satisfying the requirements of subclauses (I) ~~and (IVH) of this clause; meeting the requirements of subclause (III) of this clause if the school that has not achieved Met Standard is an elementary school; or meeting the requirements of subclause (IV) of this clause if the school that has not achieved Met Standard is either a middle school or a high school.~~

(I) documentation from a person authorized to speak on behalf of the school district with oversight of the school in question that indicates the specific plans in place and current progress towards meeting the goals and performance objectives identified in the Campus Improvement Plan and in restoring the school(s) to an acceptable rating status. The documentation ~~should must~~ include actual data from progress already made under such plan(s) to date demonstrating favorable trends and ~~should speak to must provide~~ the authorized persons assessment that the plan(s) and the data supports a reasonable conclusion that the school(s) will have an acceptable rating by the time the proposed Development places into service. ~~within the following two year period. The authorized person must also make a representation that they have been in regular communication with the Texas Education Agency, which has confirmed to the authorized person that it finds their assessment reasonable.~~ The letter should, to the extent applicable, identify the efforts that have been undertaken to increase student performance, decrease mobility rate, benchmarks for re-evaluation, increased parental involvement, plans for school expansion, plans to implement early childhood education, and long-term trends that would point toward their achieving Met Standard by the time the Development is placed in service. The letter from such education professional should also speak to why they believe the staff tasked with carrying out the plan will be successful at making progress towards acceptable student performance considering that prior Campus Improvement Plans were unable to do so. Such assessment could include whether the team involved has employed similar strategies at prior schools and were successful.”

In response to comments relating to the blight risk factor, staff has modified the mitigation to reflect the following:

“(iii) Evidence of mitigation efforts to address blight or abandonment may include new construction in the area already underway that evidences public and/or private investment. Acceptable mitigation to address extensive blight should include a plan, ~~including an adequately funded budget,~~ whereby it is contemplated such blight and/or infestation will have been remediated within no more than two years from the date of the award and that a responsible party will use the blighted property in a manner that complies with local ordinances. ...”

27. §11.101(b)(2) – Development Size Limitations (7), (9), (10), (11), (17)

COMMENT SUMMARY: Commenter (7) suggested that the general rule of thumb to be used in establishing development size, if in an area not already oversaturated, is 10 units per thousand and asserted the current caps are too restrictive. Commenter (9) stated that the credit amount should be restricted on the 9% side, but that as it relates to Tax-Exempt Bond Developments there should be no restriction if there is a market study and other factors indicate it will work. Commenter (9) suggested the maximum unit limitation on Tax-Exempt Bond Developments be eliminated or further increased in rural areas so long as the market could support additional housing.

Commenters (10) and (17) expressed support for the increase in the total number of units in rural areas for Tax-Exempt Bond Developments to 120 units, but requested the limitation be eliminated altogether or increased to 180 units, provided the number of units is supported by a market study. Commenters (10) and (17) also requested the same limit be applied to Direct Loan applications when they are used in conjunction with Tax-Exempt Bond Developments. Commenters (10) and (17) asserted that many defined rural areas are contiguous to large metropolitan areas and can support a higher number of units. Commenter (11) indicated that they endorsed the comments made by Commenter (10) on this issue.

STAFF RESPONSE: While the Department proposed to increase the development size from 80 units to 120 units in a rural area, there had not been public comment to substantiate the argument that it be increased further or that there be no limitation. The rules currently already allow for a waiver of the development size limitation. Over-burdening a market, a rural area specifically, is an aspect of development that the Department is sensitive to and believes that requests to exceed the minimum identified in the rule should be considered on a case-by-case basis and follow the waiver process provided for in the rule.

Staff recommends no changes based on these comments.

28. §11.101(b)(3)(D) – Rehabilitation Costs (5), (10), (14), (17)

COMMENT SUMMARY: Commenter (5) requested clarification relating to option (xiv) in this subparagraph for LED lighting, specifically, whether the LED lighting is supposed to be internal to the units or external.

Commenters (10), (14), and (17) appreciate the proposed alternative to meeting rehabilitation thresholds but believes the list of items does not reflect the wide variety of conditions of existing properties. Commenters (10) and (17) requested the following items be removed because they are particularly onerous, with their specific commentary in italics after each one.

“(x) New energy-efficient windows (low-e on any windows with afternoon sun exposure) with solar screens;

This would force an owner to throw away perfectly good windows for minimal energy savings and at the same time require relocation of the existing resident to accommodate the replacement.

(xiii) Have new kitchen and bathroom cabinets, counters, and fixtures;

This should be on an “as needed” basis considering that many cabinet boxes are solid and just need resurfacing.

(xv) Have a new hot water heater for each unit;
Many properties have already recently replaced some or all hot water heaters and throwing away perfectly good water heaters is not good policy.

(xviii) Have low flow plumbing including showers and toilets;”
Just because a property is older it does not mean appliances have not recently been replaced in some or all of the units. The requirement could result in a developer replacing an energy star appliance with a new one for no reason.

Commenters (10) and (17) further elaborated that the Property Condition Assessment details what items need to be replaced when and should be used in determining the needs of a particular property, not an arbitrary dollar limit imposed by the Department. Commenters (10) and (17) suggested that a policy be put in place that respects the financial constraints Tax-Exempt Bond Developments face and that perhaps the test should be different for properties financed under the 4% HTC program compared to the 9% HTC program since the latter has access to greater financing equity.

Commenter (14) stated that many of the items required under the alternative option would be impossible to satisfy without exceeding the \$30,000 per unit minimum requirement. As an illustration, commenter (14) indicated that having done all of the items on the required list for a recent project they renovated, it would have increased the renovation from \$42,000/unit to approximately \$60,000/unit. Provided below are thoughts (in italics) by commenter (14) as it relates to specific items on the list which includes those they believe should be removed.

(vi) Remove all popcorn texture on ceilings (unless asbestos encapsulation required);
Encapsulation with acrylic paint would be preferred over asbestos removal as otherwise this would be cost prohibitive. According to our construction team in Texas the cost to remove asbestos from the ceiling compound would be approximately \$5.50 per square foot, whereas the cost to paint would be approximately \$1.25 per square foot. Using an 800 square foot unit as an average, the cost difference is approximately \$3400. On a property of 100 units that total savings would be \$340,000 that could be spent on additional unit interiors, etc.

(vii) Ensure that all wall texture is in like new condition, consistent texture throughout with no obvious repairs showing;
On older properties that we renovate we typically see a significant amount of bad drywall patches so replicating a “like new condition” would be cost prohibitive. Our construction team estimates that the cost to retexture, prime and paint to create a “like new condition” would add between \$3,000 and \$4,000 per unit in additional cost. On a 100-unit property to fix all of the drywall issues this could cost up to \$400,000. Also, “like new condition” is subjective and open to interpretation.

(viii) Replace all baseboards and door trim;
We typically don’t replace baseboards and door trim as this would be cost prohibitive and cause other more important scope items to be reduced. Typically, the wooden base, even in properties built before 1980, is still in very good condition. Our construction team estimates that the cost to replace all baseboards and door trim would be approximately \$1000 per unit or total \$100,000 on a 100-unit property.

(ix) Have new entry and interior paneled doors and door hardware;

Interior door replacement typically has been limited on our rehabs because generally there is a percentage of existing doors that are in relatively good condition and do not need replacement. For example, the average multifamily unit has 4 to 6 interior doors, including closets. The cost per door is approximately \$200. Typically, our project scope includes the replacement of older doors with significant maintenance repair needed and that usually averages 2 doors per unit. Thus, having to replace 4 additional interior doors would cost \$800 per unit or \$80,000 on a 100-unit project. Also, it is common for interior doors to be replaced on unit turns so these doors can be relatively new and certainly would not warrant replacement.

(x) New energy-efficient windows (low-e on any windows with afternoon sun exposure) with solar screens;

Window replacement is typical and this should not present a problem. However, does this make solar screens required? Solar screens are typically not more than \$20-\$30 per screen or \$120/unit when buying in bulk (for example, a unit with 4 windows), but the maintenance cost can be significant over time. These screens can easily be broken and need to be repaired or replaced often.

(xii) New or like-new condition guardrails and exterior railings;

This is cost prohibitive. When it comes to railings if they are salvageable we repaint over several previous coats. According to our construction team iron railings that are properly maintained and painted periodically are rarely broken or experience enough wear to be replaced. Every property is different with a variety of need for railings depending on elevation changes, etc. but full replacement of guardrails and railings usually is not the optimal source of funds when considering the many other repair needs of a property.

(xiii) Have new kitchen and bathroom cabinets, counters, and fixtures;

This is not advisable because for example some properties have cabinets in good condition and it is more economical to paint rather than replace. For example, the cost to replace both kitchen and bathroom cabinets would be approximately \$4000 per unit. Typically there is a 25% savings by painting. Thus, by re-using cabinets that are already in good condition and painting rather than replacing a savings of \$1000 per unit could be expected. This equates to \$100,000 on a 100-unit property.

(xx) Have new security fencing or fencing brought to like new condition;

If 100% fencing would be required this would be very expensive on some projects and be cost prohibitive. According to our construction team, fencing is priced on a linear foot basis. A cost of approximately \$60 per linear foot multiplied by a rough average of 2,000 linear feet brings the total amount of fencing cost to \$120,000. Add in gates, low voltage control boxes, paint, etc. and the total amount of perimeter fencing to "like new condition" would be approximately \$200,000.

(xxiv) Attic insulation of at least R38 specification and includes a radiant barrier;

Although insulation is not a problem, the radiant barrier requirement would be an issue on these types of older buildings and would be cost prohibitive to include in scope. In order to add the radiant barrier and appropriate R factor the roof may need to be taken off and replaced. If the roof was relatively new and not in need of replacement this would not be a good use of project budget. According to our construction team, the cost to add this radiant barrier (due to the roof replacement) with R38 specification could cost up to \$1,000,000 across a property with 10 buildings.

(xxvii) Fire suppression sprinklers (unless structurally not possible); *This requirement would also be incredibly cost prohibitive. Many older properties are grandfathered-in to city code and the existing code does not require a new sprinkler suppression system. Also, insurance carriers do not require the addition of sprinklers. Our construction team estimates that the cost to improve a building with a sprinkler suppression system (using an example of a 10-unit building), including sheet rock repair, tapping into the water main, etc. would cost about \$500, per building. On a property with 10 buildings the cost could reach \$5,000,000.*

(xxviii) Exterior lighting that illuminates all parking and walkway areas; and *Lighting all walkways may require additional lights and sourcing of power to these locations and would increase the cost on most rehab projects, especially on properties with a large site acreage. Most lighting plans cover parking lots and areas close to buildings. Increasing lighting to include all walkway areas would likely double an average lighting plan budget from \$80,000 to \$160,000.*

Commenter (14) suggested that as an alternative to providing a specific list of requirements and reducing confusion, but still meet the desired intent, the Department could reduce the minimum requirement to \$20,000 in hard and site work cost, as long as the third-party PCA provider confirms the repairs that are needed and the property has a minimum REAC score of 85.

STAFF RESPONSE: In response to all of the commenters, staff appreciates the feedback with respect to the proposed option that provides an alternative to rehabilitation costs per unit. Over the years, the minimum threshold has only been increased slightly, and a lesser threshold was created many years ago to address properties coming out of the initial 15-year compliance period that needed some work but not a substantial rehab. Staff notes that over the years there has not been an issue with Applications submitted that did not meet the minimum thresholds required in the rule. Given the array of comments on the options listed, staff believes this alternative is something that could benefit from additional discussions with industry stakeholders during the regular planning meetings for the 2020 QAP in order to craft something that is achievable for properties, adequately addresses the needs of the property and achieves policy objectives for the state in how it administers the housing tax credit program.

Staff recommends that §11.101(b)(3)(D) be deleted in its entirety.

29. §11.101(b)(4) – Mandatory Development Amenities (3), (10), (17), (20)

COMMENT SUMMARY: Commenter (3) urged the Department to make a commitment to energy efficiency in 2019 similar to that of several other states through their Qualified Allocation Plans. Specifically, commenter (3) suggested the following statement be added under the Mandatory Development Amenities section that reflects compliance with statewide energy codes, along with other development codes, as required under state law.

“Minimum Code Compliance. –All Developments must comply with the 2015 International Energy Conservation Code – or an equivalent code such as ASHRAE 90.1 2013 – as required by state law, as well as any local amendments for energy codes required in the are in which the development is proposed.”

Commenter (3) suggested there be more specificity to the items in this section that reflects that HVAC be sized appropriately so that developers are not overbuilding the size of the systems. In

particular, commenter (3) recommended that the heating and cooling of a unit be sized correctly through a Manual J procedure and that while the minimum rating should be a 14 SEER (correctly sized), there could be additional points under “Development Construction Features” in 11.101(b)(6)(B)(ii) for going to 15 SEER or above (as noted in the next section below).

Commenters (10) and (17) indicated the requirement for rehabilitation developments to replace every window with energy star windows is excessive and recommended the requirement only apply to new construction.

Commenter (20) recommended the following changes that would have a high impact, are cost effective and common sense water conservation strategies. Specifically, commenter (20) indicated that WaterSense bathroom fixtures are now cheaper than standard flow fixtures and will save money on water bills for the owner or tenant and suggested they be included under the mandatory development amenities as opposed to the unit features section. Moreover, commenter (20) indicated that a separately metered irrigation system is critical to identifying leaks and saves money in the long run.

“(C) Exhaust/vent fans (vented to the outside) in the bathrooms and kitchens;
(J) Energy-Star rated lighting in all Units ~~which must include compact fluorescent or LED light bulbs~~;
(O) EPA WaterSense or equivalent qualified toilets, showerheads, and faucets in all bathrooms;
(P) Separately metered irrigation system.”

STAFF RESPONSE: In response to commenter (3), staff does not believe that it is necessary to cite all applicable laws.

Staff recommends no changes based on this comment.

Regarding the comments relating to Energy-Star rated windows, staff has modified this amenity to indicate such windows are only required if windows are planned to be replaced as part of the scope of work (as reflected below).

“(M) Energy-Star rated windows (for Rehabilitation Developments, only if windows are planned to be replaced as part of the scope of work).”

In response to suggestions by commenter (20), staff agrees with the modification proposed regarding the lighting in the unit and has made the change as reflected below. Staff believes that the other proposed modifications would be substantive and likely to garner additional public comment that is not able to be considered at this point in the rule-making timeline. This is something that could benefit from ongoing discussion throughout the upcoming program year.

“(J) Energy-Star rated lighting in all Units ~~which must include compact fluorescent or LED light bulbs~~.”

30. §11.101(b)(5) – Common Amenities (1), (10), (16), (17)

COMMENT SUMMARY: Commenter (1) indicated it was difficult for large developments on small urban sites to meet the minimum threshold point requirement for common amenities and further expressed that such sites do not have the extra land to do many of the amenities listed.

Commenter (1) stated that this threshold requirement should be easy to meet and recommended the option for green building features (proposed to be eliminated as a common amenity for 2019) be reinstated. Moreover, commenter (1) recommended the supportive service office should be reinstated to 3 points instead of the proposed 1 point. Regarding the option for fitness equipment, commenter (1) stated that the current language should reflect two or three types of equipment (i.e. treadmills and recumbent bikes) based on resident preference, rather than the proposed eight different types. Similarly, commenters (10) and (17) indicated the proposed language for the furnished fitness center is both confusing and exceedingly prescriptive based on the language that it include “at least one of each”, meaning there be at least eight pieces of different equipment. Commenters (10) and (17) believed this change would deter applicants from taking the points at all and further stated that for senior developments many of the options for equipment are less favorable than having several of only a couple different pieces of equipment. Commenters (10) and (17) suggested this language revert to that used in the 2018 rules.

Commenters (1), (10), and (17) recommended reducing the overall point thresholds required as reflected below which, according to commenters (1), (10), and (17) would make it easier to achieve. Commenters (10) and (17) further explained that increasing construction costs are creating a need for careful examination of how community spaces are used to ensure they are appropriate to the population and don't sit unused simply because a developer needed to meet a point requirement.

- “(i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for seven (7) points;
- (iii) Developments with 77 to 99 Units must qualify for ~~nineteen (24)~~ points;
- (iv) Developments with 100 to 149 Units must qualify for ~~elevenfourteen (114)~~ points;
- (v) Developments with 150 to 199 Units must qualify for ~~thirteeneighteen (138)~~ points; or
- (vi) Developments with 200 or more Units must qualify for ~~fifteentwenty-two (1522)~~ points.

Commenters (1), (10), and (17) recommended the following amenities be added based on an increasing need for package storage and further explained that under this system it is not necessary to have a storage locker for each resident and the lockers vary in size to accommodate different package sizes. Commenters (10) and (17) indicated that there is an installation cost that is borne by the development and a monthly operation charge on most systems.

“XII. Package Lockers. Automated Package Lockers provided at a location within the complex that can be accessed by residents 24/7 and at no charge to the resident. To qualify, there would need to be at least 1 locker for every 8 residential units. (2 points)

Commenters (1), (10), and (17) also suggested the following addition to the list of common amenities with commenters (10) and (17) stating that while the option is listed under supportive services as a point item for operating a food pantry, there is no comparable scoring for the space itself. Commenters (10) and (17) explained that food pantries provide a valuable service to senior residents as well as families on limited incomes.

“XIV. Food Pantry. A dedicated space for a food pantry which includes at least 20 cubic feet of refrigerated storage, a large sink for washing vegetables and fruits,

and adequate storage and shelving in a climate-controlled setting. To qualify the food pantry must be at least 250 square feet and be staffed and operated no less than once a week. (2 points).”

Commenter (16) recommending the following addition to health/fitness/play options considering it's a very popular pastime.

“Sport Court (Tennis, Basketball or Volleyball or Soccer field) (2 points);

Commenter (16) suggested the option under Design/Landscaping for a resident-run community garden remain as a resident supportive service, as opposed to a community amenity.

Commenter (16) questioned whether the printers included as part of the business center needed to be laser printers and suggested that an ink-jet printer is far more affordable and offers high quality results.

Commenter (16) requested clarification regarding how the WiFi speed is monitored and stated that WiFi speeds cannot be guaranteed and vary a lot within a room and/or building, let alone outdoors.

Commenters (10) and (17) suggested that the size requirement for the multifunctional learning and care center common amenity is onerous (i.e. must equal 15 square feet times the total number of units, but not exceed 2,000 square feet in total) and further stated that such training environments are going to be sized to have approximately 24 to 36 persons in a class. This seating arrangement can be sufficiently accommodated, according to commenters (10) and (17) within an 800 square foot space and that when they are too large, they are not conducive to learning situations that include a large computer screen and instructor connectivity with the audience. Commenters (10) and (17) suggested it is more appropriate to have these spaces sized at 10 square feet per person, with a maximum requirement of 1,000 square feet. Moreover, commenters (10) and (17) suggested that if the idea is to have a space for after-school children's program, then that is a different type of space and should be treated as such by reinstating points for a staff/equipped children's activity center.

STAFF RESPONSE: In response to commenters who suggested the point thresholds based on development size be adjusted, staff does not believe such changes could be made without requiring additional public comment. However, it is hoped that by adding some of the requested additional items, this should provide a source for points to ease the concerns noted.

Regarding the suggestion to include package lockers, staff agrees and has incorporated the option as proposed by the commenters. Regarding the option for a dedicated space for a food pantry, staff believes the community dining room/full or warming kitchen currently on the list of amenities covers this option.

In response to commenter (16), staff included the soccer field option under sport court as requested, and additionally added baseball to “cover our bases”; staff does not believe there needs to be a distinction on the type of printer in the business center and removed the specificity for a laser printer; regarding the WiFi speed comment, staff believes this would be monitored based on the purchased service under the contract that reflects the speed; staff does not believe the resident-run community garden should be moved under supportive services but instead believes such option is not a service provided to tenants, but rather a piece of real estate and an amenity

for use by a community, similar to that of a sport court, for example.

In response to commenters (10), (11) and (17) regarding the exercise equipment, staff agrees and did not intend to require one of each exercise equipment specified. Staff has made the following revisions:

(II) Furnished fitness center. Equipped with a variety of fitness equipment ~~that (includes~~ at least one ~~of the following item~~ for every 40 Units). Choose from the following: stationary bicycle, elliptical trainer, treadmill, rowing machine, universal gym, multi-functional weight bench, stair-climber, dumbbell set, or other similar equipment. Equipment shall be commercial use grade or quality. Fitness center must be located indoors or be a designated room with climate control and allow for after-hours access. (1 point);

(III) Furnished fitness center. Equipped with a variety of fitness equipment ~~that (includes~~ at least one ~~of the following item~~ for every 20 Units). Choose from the following: stationary bicycle, elliptical trainer, treadmill, rowing machine, universal gym, multi-functional weight bench, stair-climber, dumbbell set, or other similar equipment. Equipment shall be commercial use grade or quality. Fitness center must be located indoors or be a designated room with climate control and allow for after-hours access. (2 points);

In response to commenters (10) and (17) regarding the size of the multifunctional learning and care center, staff suggests modifying this option to reflect a maximum 1,000 square feet, as suggested by the commenter for adult resident services and creating a new option reflecting a maximum 2,000 square feet for children's programs. The recommended changes are reflected below:

(I) Multifunctional learning and care center(s) or conference room(s) with the appropriate furnishings to deliver the Resident Supportive Services pertaining to classes or care for ~~adults and/or~~ children and selected by the Development Owner. The room(s) devoted to meeting this requirement must equal 15 square feet times the total number of Units, but need not exceed 2,000 square feet in total. It must be separate from any other community space but may include a full kitchen. The room(s) must include storage space, such as closets and/or cabinetry (4 points);

(II) Multifunctional learning and care center(s) or conference room(s) with the appropriate furnishings to deliver the Resident Supportive Services pertaining to classes or care for adults and selected by the Development Owner. The room(s) devoted to meeting this requirement must equal 10 square feet times the total number of Units, but need not exceed 1,000 square feet in total. It must be separate from any other community space but may include a full kitchen. The room(s) must include storage space, such as closets and/or cabinetry (2 points);

31. §11.101(b)(6)(B) – Development Construction Features (3), (16), (20)

COMMENT SUMMARY: Commenter (3) recommended that one point be provided for 15 or 16 SEER HVAC systems and that two points could be provided for an HVAC system that is 18

or above. Moreover, commenter (3) stated that radiant barriers can be important in saving energy and believed the requirements should be better defined. Specifically, extra points for having increased attic insulation (such as R-49) plus a barrier, or some measure of energy savings associated with the radiant barrier would be of use.

Commenter (3) suggested points be added for developments that provide a minimum of 5% of parking areas for electric vehicle level-two charging. Commenter (3) asserted that the current 0.5 points for any electric vehicle charging station means developers could get a half a point for any charging station. Commenter (3) further recommended adding points for developments that provide solar PV systems to help cover the electric use of common amenities, as well as those that provide actual solar PV systems for use by residents in their unit.

Commenter (16) suggested that the high speed internet service to all units listed under the Unit Features in this section should be worth a lot more than one point if the owner is providing free high speed internet service to all units. Commenter (16) stated that there is a per unit operational cost which could range anywhere from \$30 to more than \$100 depending on the available providers in the area and suggested the point value be increased to 4 points.

Commenter (20) suggested that Energy-star rated refrigerators and ceiling fans should be specified in the Unit Feature criteria to match the Mandatory Development Amenities criteria, as reflected in their proposed modifications below.

“(B) Unit and Development Construction Features. Housing Tax Credit Applicants may select amenities for the score of an Application under this section, but must maintain the points associated with those amenities by maintaining the amenity selected or providing substitute amenities with equal or higher point values..... Rehabilitation Developments will start with a base score of five (5) points and Supportive Housing Developments will start with a base score of five (5) points. At least two (2) of the required threshold points must come from subparagraph (iii) of this paragraph.

(i) Unit Features

(V) ~~Energy-Star rated R~~refrigerator with icemaker (0.5 point);

(XIV) ~~Energy-Star rated C~~ceiling fans in all Bedrooms (0.5 point);

~~(XVIII) EPA WaterSense or equivalent qualified toilets in all bathrooms (0.5 point);~~

~~(XIX) EPA WaterSense or equivalent qualified showerheads and faucets in all bathrooms (0.5 point);~~

~~(XXII) Hard floor surfaces in over 50% of unit NRA (0.5 point).”~~

(ii) Development Construction Features.

~~(iii) Green Building Features.~~ Points under this item are intended to promote energy and water conservation, operational savings and sustainable building practices. Points may be selected from only one of three categories: Enterprise Green Communities, Leadership in Energy and Environmental Design (LEED), and ~~ICC 700~~-National Green Building Standard. A Development may qualify for no more than four (4) points total under this subclause. If the Development involves scattered sites, there must be green building features incorporated into each site in order to qualify for these points.

~~(II) Recycling service (includes providing a storage location and service for pick-up) provided throughout the Compliance Period (0.5 point);~~

~~(III) A rain water harvesting/collection system and/or locally approved greywater~~

collection system (0.5 point);
(IV) Water-efficient landscape design with plants scoring 7+ on the TAMU Earth-Kind scale for the region where the Development is located (0.5 point);
(V) Photovoltaic/Solar Hot Water Ready, consistent with local code requirements or Enterprise Green Communities scoring criteria (0.5 point);
(VI) Provide R-3.8 minimum continuous insulation at the exterior walls in addition to R-13 minimum in the wall cavity; or provide R-20 minimum insulation in the wall cavity (0.5 point);
(VII) Provide either R-25 minimum continuous insulation entirely above the roof deck or R-38 insulation in the attic (0.5 point);
(VIII) FloorScore certified vinyl flooring, Green Label certified carpet, or resilient flooring in 100% of unit NRA (0.5 point).
~~(-a-IX)~~ Enterprise Green Communities. (4 points) The Development must incorporate all mandatory and optional items applicable to the construction type (i.e. New Construction, Rehabilitation, etc.) as provided in the most recent version of the Enterprise Green Communities Criteria found at ~~http://www.greencommunitiesonline.org.~~
~~(-b-X)~~ LEED. (4 points) The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a LEED Certification, regardless of the rating level achieved (i.e., Certified, Silver, Gold or Platinum).
~~(-c-XI)~~ ~~ICC 700~~ National Green Building Standard. (4 points) The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a NAHB Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).”

Commenter (16) stated there is some missing language in the section relating to green building features because the lead-in paragraph states that a development may qualify for no more than four points total under the subclause, but the (-a-), (-b-) and (-c-) don't have any assigned point values.

Commenter (3) requested the number of points associated with the green building options be increased as reflected in the proposed modification below.

“A maximum of eight points will be available to developments that incorporate the following “Green Building” certifiable program standards or items into their design. The developer must use the most recent published version of these standards.

LEED, Enterprise Green Communities, ICC 700 National Green Building Standard, Passive House Institute US (PHIUS) or Passive House Institute, 2018 International Green Construction Code, 189.1 2018 ASHRAE.

To receive points for these categories, a preliminary certification that lists the standards or items to be incorporated must accompany the application. Once placed in service, an as built certification that lists the incorporated standards or items will be required along with official program certification, if applicable.”

Commenter (4) recommended the following modification to the green building features and further suggested that the buildings be required to earn the relevant third-party certification from the program Adopting Entity and that because certification is required, the points be increased

from four points to eight points. Commenter (4) elaborated that the cost of the NGBS certification is affordable and that most of the certification cost is derived from implementing the practices and/or installing the necessary products or systems.

“(c-) ICC/ASHRAE 700 National Green Building Standard. The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain ~~aa~~ NAHB NGBS Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).”

STAFF RESPONSE: In response to comments relating to the HVAC SEER rating, staff believes there could be value in offering a higher rated system and has proposed an option for 16 SEER HVAC as reflected below. As it relates to the radiant barrier and suggestion provided by the commenter, staff does not believe enough information was submitted to fully evaluate the suggestion provided.

“(II) 15 SEER HVAC ~~—(or greater)~~ or for Rehabilitation (excluding Reconstruction) where such systems are not being replaced as part of the scope of work, a radiant barrier in the attic is provided, or in applicable regions of the state, an efficient evaporative cooling system (1.5 points);
(II) 16 SEER HVAC (or greater) or for Rehabilitation (excluding Reconstruction) where such systems are not being replaced as part of the scope of work, a radiant barrier in the attic is provided, or in applicable regions of the state, an efficient evaporative cooling system (1.5 points);”

Staff believes the other suggestions provided by commenter (3) relating to electric vehicles and solar PV systems require more information and Department research in order to more fully evaluate their effects before implementing in a rule.

Regarding the comment on high speed internet service, if cost is an issue an applicant does not have to select this option. Moreover, staff disagrees with adjusting the point value to 4 points given the values associated with the other point options and that considering the minimum point threshold required, this option alone, if changed to 4 points, could equate to half the points needed for an HTC application and could in and of itself meet the minimum needed for a direct loan only application. Staff believes that a re-assessment of the point values listed in this section could benefit from a broader discussion with industry stakeholders.

Staff agrees with the proposed modifications to the refrigerator and ceiling fan options in this section so that going above what is mandatory is worth points and has made the change as suggested by commenter (20) and reflected below. Staff disagrees with the suggestion to move the EPA WaterSense options to a mandatory amenities on the basis that it would necessitate additional public comment and staff believes it makes sense for the hard floor surfaces option to remain as a unit feature through which points can be selected.

“(V) ~~Energy-Star rated refrigerator~~~~Refrigerator~~ with icemaker (0.5 point);
(XIV) ~~Energy-Star rated ceiling~~~~Ceiling~~ fans in all Bedrooms (0.5 point);”

Regarding the suggestion to incorporate a separate list of green building features, as proposed by commenter (20), staff believes that more research is needed on the items listed in order to fully evaluate their effects. Moreover, requiring that points come from the suggested list in order to meet threshold will necessitate additional public comment that is not possible considering the current rule-making timeline. Staff believes there should be additional discussions with industry

stakeholders regarding what type of green building options should be included and/or required in the rule.

In response to commenter (16), staff does not believe there is any language missing. To clarify, should an applicant wish to pursue any of the three categories of green building listed, each option is worth the same number of points (i.e. 4 points).

In response to the suggested revisions provided by commenters (3) and (4), staff believes it needs more information regarding the certifications and programs noted before incorporating the change in rule. Moreover, such change would require additional public comment that could not be received considering the current rule-making timeline. Regarding commenter (4)'s request that staff make a technical correction to 10 TAC §11.101(b)(6)(B)(ii)(-c-), staff agrees and has made the following changes:

(-c-) ICC/~~ASHRAE~~ - 700 National Green Building Standard. The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a ~~NAHB~~ NGBS Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).

32. §11.101(b)(7) – Resident Supportive Services (2), (8), (16)

COMMENT SUMMARY: Commenter (2) stated that while the common amenities section includes an option for points for an equipped computer learning center, there is no specific language that allows points under resident supportive services for computer training or online learning. Moreover, commenter (2) pointed out that online learning is not considered an acceptable supportive service and that only in-person providers are allowed. Commenter (2) requested that online learning and computer and mobile device training courses be added as a supportive service, asserting that understanding how to use them safely and effectively increases digital literacy and further stated that residents who have the technology and skills to use the internet safely will result in economic and health-related benefits they wouldn't otherwise enjoy.

Commenter (16) provided a general comment that there is a growing disconnect between the list of supportive services and the underwriting criteria for operational expenses. Commenter (16) stated that while the list continues to grow in scope and consequently is more expensive to provide, the underwriting criteria excludes the cost of such services from the operating expenses and from debt coverage ratio calculations.

Similarly, commenter (8) suggested that it is possible to get higher skilled and trained presenters with the use of web/online meetings and educational courses given the opportunities with technology. For smaller developments, including those in rural areas, commenter (8) indicated that it seems archaic and restrictive to exclude web/online meetings.

Commenters (8) and (16) expressed concern that the children supportive services option would require licensing and insurance and carry substantial liability risk, and, as a result should carry substantially more points as it will require substantially more money. Commenter (8) suggested there be a less cumbersome service option for complexes that cannot implement a 12 hour/week program, but still desire to offer some children's programs. Moreover, commenter (8) recommended the Department make some allowances for complexes of different sizes, and further illustrated that a 40-unit development will have different abilities to offer certain services

than a 160-unit development. Commenter (16) stated that because of the age range required, the children would have to be split into at least three different groups, requiring at least three different staff members. Assuming those staff would be paid at \$10/hour this would result in an additional payroll burden of more than \$23,000/annually according to commenter (16), along with considerable increases to insurance requirements.

Regarding the Transportation Supportive Services, commenter (16) stated that a community van costs about \$60,000 which does not include operational costs associated with owning and maintaining which commenter (16) estimates an annual operating cost of \$5,000.

As it relates to Adult Supportive Services, commenter (8) suggested there be language added that provides some leniency for the property to account for a lack of interest by tenants for classes offered. Specifically, if the residents do not want to attend classes, the owner should not be forced to pay for instructors/third party providers to be onsite 4 hours per week. In that vein, commenter (8) requested the Department recognize that these are voluntary programs and; therefore, an inability by the owner, management agent, service provider or agency to force participation. Commenter (16) expressed similar concerns from an operating cost perspective, specifically, that at approximately \$10/hour it results in \$4,800 in additional payroll burden and even if the classes are offered and no one attends, commenter (16) questioned how the owner's compliance would be impacted.

Commenter (8) stated that the terms "skilled" and "trained" are not defined and contain no guidance as to what they mean and further expressed the importance of these terms not being subjective.

Commenter (16) questioned the option to provide contracted career training, resident training programs, etc from a compliance perspective. Specifically, commenter (16) wondered how a resident training program would be monitored, how many people would have to be trained to be in compliance, and as it relates to hiring people from the training program, it could be difficult because people could only be hired as there is staff turn-over. Commenter (16) suggested that this option needs to be fleshed out more before being incorporated into the rule.

Commenter (16) expressed concern over the option to provide weekly substance abuse meetings at the property in that the very nature of these meetings is to allow for anonymity. As a result, according to commenter (16), a resident is less likely to attend these meetings where they live. Moreover, it would also mean that non-residents would attend these meetings which could create liability issues for the owner.

Regarding the Health Supportive Services, commenter (16) expressed that such an option is cost prohibitive and provided information to indicate the cost of a single physical therapy session at approximately \$100. With no language to indicate the frequency of the service, commenter (16) estimates it would be provided at least monthly. For a 100 unit development, assuming only 20% of the residents participate, according to commenter (16) the operating cost of this service would be approximately \$24,000/annually.

Regarding the Community Supportive Services and option to partner with local law enforcement, commenter (16) suggested the frequency of the item be reduced to no more than bi-annually so as to not over-burden local law enforcement. Moreover, commenter (16) recommended it include all first responders (i.e. fire and EMT) and not just law enforcement.

STAFF RESPONSE: Regarding the general comments made concerning the cost to provide supportive services, staff notes that if cost is an issue to provide specific services based on the location of the proposed development and providers in the area, then those specific services do not have to be selected and an owner can choose other services instead. Moreover, as it relates to the anticipated operating cost for the services, the underwriting rules require that the applicant provide an estimate of the cost for the services planned to be offered. The estimate will be included as an operating expense for feasibility determination. Regardless of whether the cost is actually incurred, the entire estimated cost used at initial underwriting will be factored into the feasibility analysis at cost certification. This is important to prevent applicants from using a supportive services cost assumption at the time of application solely for purposes of meeting debt coverage ratio requirements.

Staff believes the comment to include computer training as a supportive service could be included under option (i) relating to on-site classes and has modified the item accordingly as reflected below.

“(i) 4 hours of weekly, organized, on-site classes provided to an adult audience by persons skilled or trained in the subject matter being presented, such as character building programs, English as a second language classes, computer training, financial literacy courses, health education courses, certification courses, GED preparation classes, resume and interview preparatory classes, general presentations about community services and resources, and any other course, class, or presentation that may equip residents with new skills that they may wish to develop (3.5 points);”

As it relates to online learning, staff believes there is still benefit to in-person training and the ability to interact and also believes the services should be those that are not otherwise available (i.e. online training and digital literacy should not be available on public platforms such as YouTube) and does not believe, at this time, that services should be allowed to be provided online. Staff does believe; however, that this is something that could benefit from more industry stakeholder discussions given the evolution of technology and the challenges in serving rural communities.

Staff agrees with the suggestion to include fire and EMT relating to the community supportive services and has made the modification as reflected below; however, given the additional option for partnerships, does not believe the frequency should be less.

“(i) partnership with local law enforcement and/or local first responders to provide quarterly on-site social and interactive activities intended to foster relationships with residents (such activities could include playing sports, having a cook-out, swimming, card games, etc.) (2 points);”

Although staff recognizes that the rules do not define what the terms “skilled” or “trained” mean, these terms could very well mean different things and have different requirements depending on the specific service being provided. Moreover, staff believes it would be difficult to capture such definitions in rule, but rather the rule should provide some general parameters, which it currently does.

33. §11.203 – Public Notifications (5), (12)

COMMENT SUMMARY: Commenter (5) expressed concern over re-notification that is required if there's been a total unit increase of greater than 10% or a 5% increase in density as a result of a change in the size of the development site from pre-application to application. According to commenter (5) the notification at pre-application only requires an approximate number of total units and low-income units; therefore, measuring a percentage increase on an approximate number is imprecise. Commenter (5) further articulated that there is nothing in the notification at pre-application that requires the size of the site be identified which means that density is not disclosed in the pre-application notification at all. Commenter (5) questioned why an applicant is required to update a notification with regard to density if the original notification did not even address it. Commenter (5) recommended that re-notification should be required if any of the information included in the original notification has changed and that the applicant should be required to specifically point out which information changed, instead of just submitting a new form.

Commenter (12) indicated there is language under §11.203(3)(A)(vii) that requires the notification to contain a statement that “aspects of the Development may not have been determined or selected or may be subject to change, such as changes in the amenities ultimately selected and provided”; however, this requirement was deleted under the HTC Pre-Application notification requirements at §11.8(b)(2)(C) and that general language is also still contained under §11.201 Procedural Requirements for Application Submission.

STAFF RESPONSE: In response to commenter (5) staff believes that there is a statutory reason for requiring re-notification based on a change in density. In Tex. Gov't Code §2306.6712, a change in density is one of many items listed as a “material alteration” of a Development that would require re-notification.” To address the discrepancy between the statute and the rule, and bring consistency to the notification process, staff has made revisions as described under the reasoned response to §11.8(b)(2) at #7.

In response to commenter (12), staff agrees and has removed the language under §11.201 and §11.203 accordingly.

34. §11.204 – General Threshold Comment (15)

COMMENT SUMMARY:

Commenter (15) recommended the Department require an extended use period of 55 years as a threshold item for HTC applications and asserted that the Department's governing statute requires the Department to “keep the rents affordable for low-income tenants for the longest period that is economically feasible.” Commenter (15) stated that considering the practices of many other states and even HTC developments in Texas that receive funding from the City of Austin (which requires a 40-year affordability term), that 30 years of affordability is not the longest period of affordability that is “economically feasible.”

STAFF RESPONSE: Staff believes that such re-evaluation would be substantive and likely to garner additional public comment that is not able to be considered at this point in the rule-making timeline. This is something that could benefit from ongoing discussion throughout the upcoming program year.

Staff recommends no changes based on this comment.

35. §11.204(6) – Experience Requirement (16)

COMMENT SUMMARY: Commenter (16) suggested that because the criteria for an experience certificate in 2014 was exactly the same as the criteria in 2015, a 2014 certificate should still count.

STAFF RESPONSE: Staff agrees and has made the change as requested by the commenter.

36. §11.204(13)(B) – Previous Participation (5)

COMMENT SUMMARY: Commenter (5) stated there is some confusing language in this section that could be clarified. Specifically, subparagraph (A) requires that each individual and entity in the ownership of the development owner, developer or guarantor must be listed on the organizational charts, along with any persons who have control (which may include persons who do not have ownership). Commenter (5) further explained that in subparagraph (B) the rule refers to affiliates and principals and people who may be exempt from previous participation under another rule. Commenter (5) recommended this section be modified to just refer to the persons shown on the organizational charts in subparagraph (A) as reflected below:

“Evidence must be submitted that each individual and entity shown on the organizational charts described in subparagraph (A) of this paragraph ~~that the development owner and each affiliate (with an ownership interest in the development), included entities and individuals (unless excluded under 10 TAC chapter 1, Subchapter C)~~ has provided a copy of the completed previous participation information to the Department.”

STAFF RESPONSE: Staff agrees and has made the change as requested by the commenter.

37. §11.205 – Third Party Reports (21)

COMMENT SUMMARY: Commenter (21) suggested changes to this section that would allow applicant’s to save money if they are submitting for the first time or re-submitting an application from the previous year. Specifically, commenter (21) recommended the plat required as part of the Site Design and Feasibility Report be allowed to be a current recorded plat if it is consistent with the legal description used in the land contract. As it relates to the Environmental Site Assessments (“ESA”), commenter (21) requested they be allowed to be no older than 18 months (instead of 12 months) prior to the first day of the Application Acceptance Period and further suggested that if the application is competitive and transferred to underwriting then a full update would be required at that time.

STAFF RESPONSE: Staff believes the requirement for the survey as part of the Feasibility Report should remain. A recorded plat will not show easements and other items that the Department believes are necessary to the review of the proposed development as reflected in the application. As it relates to the ESA comment, staff believes that applicants submitting for the first time will not save money since such report would still have to be submitted as part of the application. Moreover, staff believes that even if the report is allowed to be no older than 18 months prior to the first day of the application acceptance period, the timeframe allowed under the deficiency process would not allow for an updated letter and/or report to be submitted indicating any possible changes to the findings contained in the original report when an Application is transferred to underwriting. Shortly after application submission of a competitive

HTC application, staff and the applicant would know whether an application was competitive and it would be processed accordingly. Should the updated letter/ESA report not be submitted within the right timeframe it would constitute termination under the rule.

Staff recommends no changes based on these comments.

38. §11, Subchapter D – General Comment; (8)

COMMENT SUMMARY: Commenter (8) suggests that, because of the costs associated with providing services to residents of Developments, the Department should better scrutinize the costs associated with providing those services during the underwriting process. If the Department is going to require resident services under Subchapter B of 10 TAC §11, then the Department needs to ensure that funds have been appropriately set aside through Subchapter D of 10 TAC Chapter 11.

STAFF RESPONSE: Staff agrees that Developments should ensure that appropriate funds have been set aside annually to provide the resident services that Owners have agreed to provide. Staff would like to emphasize to commenter (8) and to all stakeholders that §11.302(d)(2)(K) explicitly allows Developments to include the cost of resident services as an operating expense and in the DCR calculation, *if* the conditions of either clauses (i), (ii), or (iii) are met.

Staff recommends no change based on this comment.

39. §11.302(d)(2)(K) – Resident Services; (16)

COMMENTARY SUMMARY: Commenter (16) believes that the exceptions that allow a Development to include the costs of resident services as an operating expense or in the DCR calculation do not work, since clause (i) is, practically speaking, only available to public housing authorities and clauses (ii) and (iii) are, according to the commenter, no longer applicable because the QAP now prohibits on-site staff from providing resident services.

STAFF RESPONSE: In response to commenter (16), staff does not believe that the exception allowed under clause (i) is only available to public housing authorities; the City of Dallas, for example, requires that recipients of funds for affordable housing provide resident services. Secondly, staff does not believe that clauses (ii) and (iii) are no longer applicable. The option available under clause (ii)—“The Applicant demonstrates a history of providing comparable supportive services and expenses at existing Affiliated properties within the local area”—is not necessarily tied to who provides the resident services. Many Applicants elect to contract with third parties that provide resident services. Applicants making that choice are certainly eligible to include the costs associated with resident services in their DCR and operating expenses by meeting this exception in 10 TAC §11.302(d)(2)(k)(ii). Furthermore, the option available under clause (iii)—“On-site staffing or pro ration of staffing for coordination of services only, not provision of services, can be included as a supportive services expenses without permanent lender documentation”—does not pertain to the delivery of services, but rather the coordination of services. All Applicants are welcome to include staff time devoted to that task in the calculation of the Development’s operating expenses and DCR. Lastly, staff does not believe that the QAP prohibits on-site staff from providing resident services. 10 TAC §11.101(b)(7), Resident Supportive Services, reads in part:

“These services are intended to be provided by a qualified and reputable provider in the specified industry such that the experience and background of the provider demonstrates sufficient knowledge to be providing the service. In general, on-site leasing staff or property maintenance staff would not be considered a qualified provider.”

Staff reads this language as *potentially* allowing for on-site staff, whether part-time or full-time, to

be that “qualified and reputable provider.” However, staff maintains that, in general, the personnel generally associated with managing the leasing office are not those individuals. These “qualified and reputable” individuals tend to be purposefully hired by the Development Owner for the primary intent to provide services.

Staff recommends no change based on this comment.

40. §11.302(i)(1) – Gross Capture Rate, AMGI Band Capture Rates, and Individual Unit Capture Rate; (12)

COMMENT SUMMARY: Commenter (12) noticed that staff had revised 10 TAC §11.303(d)(10)(H), regarding Market Analysis requirements, because of the new Income Average election available to LIHTC Developments. Commenter (12) wonders if the gross capture rates specified in the subparagraphs under this paragraph, which outline the reasons for which an underwriter may determine that a Development is infeasible, will be calculated on the additional AMGI tiers now permissible under the Average Income election (i.e., 20%, 70%, and 80% AMGI).

STAFF RESPONSE: Staff thanks commenter (12) for raising this issue and would like to clarify the Department’s reasoning. As long as an Applicant who will make the Average Income election clearly specifies in both their Application and their Market Study that there will be 20%, 70%, and/or 80% AMGI Units in the proposed Development, then staff in Real Estate Analysis will base all underwriting analysis on that fact. This inclusion applies to the calculation of gross capture rates.

Staff recommends no change based on this comment.

STATUTORY AUTHORITY. The adoption is made pursuant to TEX. GOV’T CODE §2306.053, which authorizes the Department to adopt rules. Except as described herein the new sections affect no other code, article, or statute.

Chapter 11, Housing Tax Credit Program Qualified Allocation Plan

Subchapter A – Pre-application, Definitions, Threshold Requirements and Competitive Scoring

§11.1.General.

(a) Authority. This chapter applies to the awarding and allocation by the Texas Department of Housing and Community Affairs (the "Department") of Competitive and non-Competitive Housing Tax Credits. The federal laws providing for the awarding and allocation of Housing Tax Credits require states to adopt a qualified allocation plan. Pursuant to Tex. Gov't Code, Chapter 2306, Subchapter DD, the Department is assigned responsibility for this activity. As required by Internal Revenue Code (the "Code"), §42(m)(1), the Department has developed this Qualified Allocation Plan ("QAP") and it has been duly approved to establish the procedures and requirements relating to an award and allocation of Housing Tax Credits. All requirements herein and all those applicable to a Housing Tax Credit Development or an Application under Chapter 10 of this title (relating to Asset Management and Compliance rules) collectively constitute the QAP required by Tex. Gov't Code §2306.67022. Unless otherwise specified, certain provisions in sections §11.1 through §11.4 also apply to non-Competitive Housing Tax Credits. Subchapters B through E of this chapter also apply to non-Competitive Housing Tax Credits and Multifamily Direct Loans. Applicants are required to certify, among other things, that they have familiarized themselves with the rules that govern that specific program including, but not limited to, Chapter 1 of this title (relating to Administration), Chapter 8 of this title (relating to 811 Project Rental Assistance Program Rule), Chapter 12 of this title (relating to Multifamily Housing Revenue Bond Rules), Chapter 13 (relating to Multifamily Direct Loan Rule), and other Department rules. This subchapter does not apply to operating assistance programs or funds unless incorporated by reference in whole or in part in a Notice of Funding Availability ("NOFA") or rules for such a program except to the extent that Developments receiving such assistance and otherwise subject to this chapter remain subject to this chapter.

(b) Due Diligence and Applicant Responsibility. Department staff may, from time to time, make available for use by Applicants information and informal guidance in the form of reports and responses to specific questions. The Department encourages communication with staff in order to clarify any issues that may not be fully addressed in the QAP or may be unclear when applied to specific facts. However, while these resources are offered to help Applicants prepare and submit accurate information, Applicants should also appreciate that this type of guidance is limited by its nature and that staff will apply the rules of the QAP to each specific situation as it is presented in the submitted Application. The Multifamily Programs Procedures Manual is not a rule and is provided as good faith guidance and assistance, but in all respects the statutes and rules governing the Low Income Housing Tax Credit program supersede these guidelines and are controlling. Moreover, after the time that an issue is initially presented and guidance is provided, additional information may be identified and/or the issue itself may continue to develop based upon additional research and guidance. Thus, until confirmed through final action of the Board, staff guidance must be considered merely as an aid and an Applicant continues to assume full responsibility for any actions Applicant takes regarding an Application. In addition, although the Department may compile data from outside sources in order to assist Applicants in the Application process, **it remains the sole responsibility of the Applicant to perform independently the necessary due diligence to research, confirm, and verify any data, opinions, interpretations, or other information upon which an Applicant bases an Application or includes in any submittal in connection with an Application.** As provided by Tex. Gov't Code §2306.6715(c) for Competitive HTC Applications, an Applicant is given until

the later of the seventh day of the publication on the Department's website of a scoring log reflecting that Applicant's score or the seventh day from the date of transmittal of a scoring notice; provided, however, that an Applicant may not appeal any scoring matter after the award of credits unless they are within the above-described time limitations and have appeared at the meeting when the Department's Governing Board makes competitive tax credit awards and stated on the record that they have an actual or possible appeal that has not been heard. Appeal rights may be triggered by the publication on the Department's website of the results of the evaluation process.

(c) Competitive Nature of Program. Applying for Competitive Housing Tax Credits is a technical process that must be followed completely and correctly. Any person who desires to request any reasonable accommodation for any aspect of this process is directed to 10 TAC §1.1. As a result of the highly competitive nature of applying for Housing Tax Credits, an Applicant should proceed on the assumption that deadlines are fixed and firm with respect to both date and time and cannot be waived except where authorized and for truly extraordinary circumstances, such as the occurrence of a significant natural disaster that could not have been anticipated and makes timely adherence impossible. If an Applicant chooses, where permitted, to submit by delivering an item physically to the Department, it is the Applicant's responsibility to be within the Department's doors by the appointed deadline. Applicants should further ensure that all required documents are included, legible, properly organized, and tabbed, and that materials in required formats involving digital media are complete and fully readable. Applicants are strongly encouraged to submit the required items well in advance of established deadlines.

(d) Definitions. The capitalized terms or phrases used herein are defined below. . Any capitalized terms not specifically mentioned in this section or any section referenced in this document shall have the meaning as defined in Tex. Gov't Code Chapter 2306, Internal Revenue Code (the "Code") §42, the HOME Final Rule, and other federal or Department rules, as applicable. Defined terms, when not capitalized, are to be read in context and construed according to common usage.

(1) Adaptive Reuse--The change-in-use of an existing building not, at the time of Application, being used, in whole or in part, for residential purposes (e.g., school, warehouse, office, hospital, hotel, etc.), into a building which will be used, in whole or in part, for residential purposes. Adaptive Reuse requires that a substantial portion of the original building remains at completion of the proposed Development. Ancillary non-residential buildings, such as a clubhouse, leasing office and/or amenity center may be newly constructed outside the walls of the existing building or as detached buildings on the Development Site. Adaptive Reuse Developments will be considered as New Construction.

(2) Administrative Deficiencies--Information requested by Department staff that staff requires to clarify or explain one or more inconsistencies; to provide non-material missing information in the original Application or pre-application; or to assist staff in evaluating the Application or pre-application that, in the Department staff's reasonable judgment, may be cured by supplemental information or explanation which will not necessitate a substantial reassessment or re-evaluation of the Application or pre-application. Administrative Deficiencies may be issued at any time while the Application or pre-application or Contract is under consideration by the Department, including at any time while reviewing performance under a Contract, processing documentation for a Commitment of Funds, closing of a loan, processing of a disbursement request, close-out of a Contract, or resolution of any issues related to compliance. A matter may begin as an Administrative Deficiency but later be determined to have constituted a Material Deficiency. By way of example, if an Applicant checks a box for three points for a particular scoring item but provides supporting

documentation that would support two points, staff would treat this as an inconsistency and issue an Administrative Deficiency which might ultimately lead to a correction of the checked boxes to align with the provided supporting documentation and support an award of two points. However, if the supporting documentation was missing altogether, this could not be remedied and the point item would be assigned no points.

(3) Affiliate--An individual, corporation, partnership, joint venture, limited liability company, trust, estate, association, cooperative or other organization or entity of any nature whatsoever that directly, or indirectly through one or more intermediaries, has Control of, is Controlled by, or is under common Control with any other Person. All entities that share a Principal are Affiliates.

(4) Affordability Period--The Affordability Period commences as specified in the Land Use Restriction Agreement ("LURA") or federal regulation, or commences on the first day of the Compliance Period as defined by the Code §42(i)(1), and continues through the appropriate program's affordability requirements or termination of the LURA, whichever is earlier. The term of the Affordability Period shall be imposed by the LURA or other deed restriction and may be terminated upon foreclosure or deed in lieu of foreclosure. The Department reserves the right to extend the Affordability Period for Direct Loan Developments that fail to meet program requirements. During the Affordability Period, the Department shall monitor to ensure compliance with programmatic rules as applicable, regulations, and Application representations.

(5) Applicable Percentage--The percentage used to determine the amount of the Housing Tax Credit for any Development, as defined more fully in Code, §42(b).

(A) for purposes of the Application, the Applicable Percentage will be projected at:

(i) nine percent for 70 percent present value credits, pursuant to Code, §42(b); or

(ii) fifteen basis points over the current Applicable Percentage for 30 percent present value credits, unless fixed by Congress, pursuant to Code, §42(b) for the month in which the Application is submitted to the Department.

(B) For purposes of making a credit recommendation at any other time, the Applicable Percentage will be based on:

(i) the percentage indicated in the Agreement and Election Statement, if executed; or

(ii) the percentage as calculated in subparagraph (A) of this paragraph if the Agreement and Election Statement has not been executed and no buildings have been placed in service.

(6) Applicant--Means any individual or a group of individuals and any Affiliates who file an Application for funding or tax credits subject to the requirements of this chapter or 10 TAC Chapters 12 or 13 and who have undertaken or may contemplate the later formation of one or more business entities, such as a limited partnership, that is to be engaged in the ownership of a Development. In administering the application process the Department staff will assume that the Applicant will be able to form any such entities and that all necessary rights, powers, and privileges including, but not limited to, Site Control will be transferable to that entity. The formation of the ownership entity, qualification to do business (if needed), and transfer of any such rights, powers, and privileges must be accomplished as required in this Chapter and 10 TAC Chapters 12 and 13, as applicable.

(7) Application Acceptance Period--That period of time during which Applications may be submitted to the Department. For Tax-Exempt Bond Developments it is the date the Application is submitted to the Department.

(8) Award Letter and Loan Term Sheet--A document that may be issued to an awardee of a Direct Loan before the issuance of a Commitment and/or Contract which preliminarily sets forth the terms and conditions under which the Direct Loan will be made available. An Award Letter and Loan Term Sheet will typically be contingent on the awardee satisfying certain requirements prior to executing a Commitment and/or Contract.

(9) Bank Trustee--A federally insured bank with the ability to exercise trust powers in the State of Texas.

(10) Bedroom--A portion of a Unit which is no less than 100 square feet; has no width or length less than 8 feet; is self contained with a door (or the Unit contains a second level sleeping area of 100 square feet or more); has at least one window that provides exterior access; and has at least one closet that is not less than 2 feet deep and 3 feet wide and high enough to accommodate 5 feet of hanging space. A den, study or other similar space that could reasonably function as a Bedroom and meets this definition is considered a Bedroom.

(11) Breakeven Occupancy--The occupancy level at which rental income plus secondary income is equal to all operating expenses, including replacement reserves and taxes, and mandatory debt service requirements for a Development.

(12) Building Costs--Cost of the materials and labor for the vertical construction or rehabilitation of buildings and amenity structures.

(13) Carryover Allocation--An allocation of current year tax credit authority by the Department pursuant to the provisions of the Code, §42(h)(1)(C) and U.S. Treasury Regulations, §1.42-6.

(14) Carryover Allocation Agreement--A document issued by the Department, and executed by the Development Owner, pursuant to §10.402(f) of this Title (relating to Housing Tax Credit and Tax Exempt Bond Developments).

(15) Cash Flow--The funds available from operations after all expenses and debt service required to be paid have been considered.

(16) Certificate of Reservation or Traditional Carryforward Designation--The notice given by the Texas Bond Review Board ("TBRB") to an issuer reserving a specific amount of the private activity bond state ceiling for a specific Development.

(17) Code--The Internal Revenue Code of 1986, as amended from time to time, together with any applicable regulations, rules, rulings, revenue procedures, information statements or other official pronouncements issued thereunder by the U.S. Department of the Treasury or the Internal Revenue Service ("IRS").

(18) Code of Federal Regulations ("CFR")--The codification of the general and permanent rules and regulations of the federal government as adopted and published in the *Federal Register*.

(19) Commitment (also referred to as Contract)--A legally binding written contract, setting forth the terms and conditions under which housing tax credits, loans, grants, or other sources of funds or financial assistance from the Department will be made available.

(20) Commitment of Funds--Occurs after the Development is approved by the Board and once a Commitment or Award Letter and Loan Term Sheet is executed between the Department and Development Owner. For Direct Loan Programs, this process is distinct from "Committing to a specific local project" as defined in 24 CFR Part 92 and Part 93, which may occur when the activity is set up in the disbursement and information system established by HUD, known as the Integrated Disbursement and Information System ("IDIS"). The Department's Commitment of Funds may not align with commitments made by other

financing parties.

(21) Committee--See *Executive Award and Review Advisory Committee*.

(22) Common Area--Enclosed space outside of Net Rentable Area, whether conditioned or unconditioned, to include such area contained in: property management offices, resident service offices, 24-hour front desk office, clubrooms, lounges, community kitchens, community restrooms, exercise rooms, laundry rooms, mailbox areas, food pantry, meeting rooms, libraries, computer labs, classrooms, break rooms, flex space programmed for resident use, interior corridors, common porches and patios, and interior courtyards. Common Area does not include individualized garages, maintenance areas, equipment rooms, or storage.

(23) Comparable Unit--A Unit, when compared to the subject Unit, is similar in net rentable square footage, number of Bedrooms, number of bathrooms, overall condition, location (with respect to the subject Property based on proximity to employment centers, amenities, services and travel patterns), age, Unit amenities, utility structure, and common amenities.

(24) Competitive Housing Tax Credits ("HTC")--Tax credits available from the State Housing Credit Ceiling.

(25) Compliance Period--With respect to a building financed, in part with proceeds of Housing Tax Credits, the period of fifteen (15) taxable years, beginning with the first taxable year of the credit period pursuant to Code, §42(i)(1).

(26) Continuously Occupied--The same household has resided in the Unit for at least twelve (12) months.

(27) Contract--See *Commitment*.

(28) Contract Rent--Net rent based upon current and executed rental assistance contract(s), typically with a federal, state or local governmental agency.

(29) Contractor--See *General Contractor*.

(30) Control (including the terms "Controlling," "Controlled by," and/or "under common Control with")--The power, ability, or authority, acting alone or in concert with others, directly or indirectly, to manage, direct, superintend, restrict, regulate, govern, administer, or oversee. As used herein "acting in concert" involves more than merely serving as a single member of a multi-member body. For example a single director on a five person board is not automatically deemed to be acting in concert with the other members of the board because they retain independence of judgment. However, by way of illustration, if that director is one of three directors on a five person board who all represent a single shareholder, they clearly represent a single interest and are presumptively acting in concert. Similarly, a single shareholder owning only a five percent interest might not exercise control under ordinary circumstances, but if they were in a voting trust under which a majority block of shares were voted as a group, they would be acting in concert with others and in a control position. However, even if a member of a multi-member body is not acting in concert and therefore does not exercise control in that role, they may have other roles, such as executive officer positions, which involve actual or apparent authority to exercise control. Controlling entities of a partnership include the general partners, may include special limited partners when applicable, but not investor limited partners or special limited partners who do not possess other factors or attributes that give them Control. Controlling individuals and entities are set forth in subparagraphs (A) – (E). Multiple Persons may be deemed to have Control simultaneously.

(A) for for-profit corporations, any officer authorized by the board of directors, regardless of title, to act on behalf of the corporation, including but not limited to the president, vice

president, secretary, treasurer, and all other executive officers, and each stock holder having a 50 percent or more interest in the corporation, and any individual who has Control with respect to such stock holder;

(B) for non-profit corporations or governmental instrumentalities (such as housing authorities), any officer authorized by the board, regardless of title, to act on behalf of the corporation, including but not limited to the president, vice president, secretary, treasurer, and all other executive officers, the Audit committee chair, the Board chair, and anyone identified as the Executive Director or equivalent;

(C) for trusts, all beneficiaries that have the legal ability to Control the trust who are not just financial beneficiaries; and

(D) for limited liability companies, all managers, managing members, members having a 50 percent or more interest in the limited liability company, any individual Controlling such members, or any officer authorized to act on behalf of the limited liability company; or

(E) for partnerships, Principals include all General Partners, and Principals with ownership interest and special limited partners with ownership interest who also possess factors or attributes that give them Control.

(31) Debt Coverage Ratio ("DCR")--Sometimes referred to as the "Debt Coverage" or "Debt Service Coverage." Calculated as Net Operating Income for any period divided by scheduled debt service required to be paid during the same period.

(32) Deferred Developer Fee--The portion of the Developer Fee used as a source of funds to finance the development and construction of the Property.

(33) Deobligated Funds--The funds released by the Development Owner or recovered by the Department canceling a Contract or award involving some or all of a contractual financial obligation between the Department and a Development Owner or Applicant.

(34) Determination Notice--A notice issued by the Department to the Development Owner of a Tax-Exempt Bond Development which specifies the Department's preliminary determination as to the amount of tax credits that the Development may be eligible to claim pursuant to the Code, §42(m)(1)(D).

(35) Developer--Any Person entering into a contractual relationship with the Owner to provide Developer Services with respect to the Development and receiving the right to earn a fee for such services and any other Person receiving any portion of a Developer Fee, whether by subcontract or otherwise, except if the Person is acting as a consultant with no Control. The Developer may or may not be a Related Party or Principal of the Owner.

(36) Developer Fee--Compensation in amounts defined in §11.302(e)(7) of this chapter (relating to Underwriting Rules and Guidelines) paid by the Owner to the Developer for Developer Services inclusive of compensation to a Development Consultant(s), Development Team member or any subcontractor that performs Developer Services or provides guaranties on behalf of the Owner will be characterized as Developer Fee. A person who is entitled to a Developer Fee assumes the risk that it may not be paid if the anticipated sources of repayment prove insufficient.

(37) Developer Services--A scope of work relating to the duties, activities and responsibilities for pre-development, development, design coordination, and construction oversight of the Property generally including but not limited to:

(A) site selection and purchase or lease contract negotiation;

(B) identifying and negotiating sources of construction and permanent financing, including financing provided by the Department;

- (C) coordination and administration of activities, including the filing of applications to secure such financing;
- (D) coordination and administration of governmental permits, and approvals required for construction and operation;
- (E) selection and coordination of development consultants including architect(s), engineer(s), third-party report providers, attorneys, and other design or feasibility consultants;
- (F) selection and coordination of the General Contractor and construction contract(s);
- (G) construction oversight;
- (H) other consultative services to and for the Owner;
- (I) guaranties, financial or credit support if a Related Party; and
- (J) any other customary and similar activities determined by the Department to be Developer Services.

(38) Development--A residential rental housing project that consists of one or more buildings under common ownership and financed under a common plan which has applied for Department funds. This includes a proposed qualified low income housing project, as defined by Code, §42(g), that consists of one or more buildings containing multiple Units owned that is financed under a common plan, and that is owned by the same person for federal tax purposes and may consist of multiple buildings that are located on scattered sites and contain only rent restricted Units. (§2306.6702(a)(6))

(39) Development Consultant or Consultant--Any Person who provides professional or consulting services relating to the filing of an Application, or post award documents as required by the program.

(40) Development Owner (also referred to as "Owner")--Any Person, General Partner, or Affiliate of a Person who owns or proposes a Development or expects to acquire Control of a Development under a purchase contract or ground lease approved by the Department and is responsible for performing under the allocation and/or Commitment with the Department. (§2306.6702(a)(7))

(41) Development Site--The area or, if more than one tract (which may be deemed by the Internal Revenue Service and/or the Department to be a scattered site), areas on which the Development is proposed and to be encumbered by a LURA.

(42) Development Team--All Persons and Affiliates thereof that play a role in the development, construction, rehabilitation, management and/or continuing operation of the subject Development, including any Development Consultant and Guarantor.

(43) Direct Loan--Funds provided through the HOME Program, Neighborhood Stabilization Program, National Housing Trust Fund, Tax Credit Assistance Program Repayment Funds ("TCAP RF") or State Housing Trust Fund or other program available through the Department for multifamily development. The terms and conditions for Direct Loans will be determined by provisions in Chapter 13 of this title (relating to Multifamily Direct Loan Rule) and the NOFA under which they are awarded, the Contract or the loan documents. The tax-exempt bond program is specifically excluded.

(44) Economically Distressed Area--An area that is in a census tract that has a median household income that is 75 percent or less of the statewide median household income and in a municipality or, if not within a municipality, in a county that has been awarded funds under the Economically Distressed Areas Program administered by the Texas Water Development

Board within the five (5) years ending at the beginning of the Application Acceptance Period. Notwithstanding all other requirements, for funds awarded to another type of political subdivision (*e.g.*, a water district), the Development Site must be within the jurisdiction of the political subdivision.

(45) Effective Gross Income (“EGI”)--The sum total of all sources of anticipated or actual income for a rental Development, less vacancy and collection loss, leasing concessions, and rental income from employee-occupied units that is not anticipated to be charged or collected.

(46) Efficiency Unit--A Unit without a separately enclosed Bedroom designed principally for use by a single person.

(47) Elderly Development--A Development that either meets the requirements of the Housing for Older Persons Act (“HOPA”) under the Fair Housing Act or a Development that receives federal funding that has a requirement for a preference or limitation for elderly persons or households, but must accept qualified households with children.

(48) Eligible Hard Costs--Hard Costs includable in Eligible Basis for the purposes of determining a Housing Credit Allocation.

(49) Environmental Site Assessment (“ESA”)--An environmental report that conforms to the Standard Practice for Environmental Site Assessments: Phase I Assessment Process (ASTM Standard Designation: E 1527) and conducted in accordance with §11.305 of this chapter (relating to Environmental Site Assessment Rules and Guidelines) as it relates to a specific Development.

(50) Executive Award and Review Advisory Committee (“EARAC” also referred to as the “Committee”)--The Department committee required by Tex. Gov’t Code §2306.1112.

(51) Existing Residential Development--Any Development Site which contains existing residential Units at any time as of the beginning of the Application Acceptance Period.

(52) Extended Use Period--With respect to an HTC building, the period beginning on the first day of the Compliance Period and ending the later of:

(A) the date specified in the LURA; or

(B) the date which is fifteen (15) years after the close of the Compliance Period.

(53) First Lien Lender--A lender whose lien has first priority as a matter of law or by operation of a subordination agreement or other intercreditor agreement.

(54) General Contractor (including “Contractor”)--One who contracts to perform the construction or rehabilitation of an entire Development, rather than a portion of the work. The General Contractor hires subcontractors, such as plumbing contractors, electrical contractors, etc., coordinates all work, and is responsible for payment to the subcontractors. A prime subcontractor will also be treated as a General Contractor, and any fees payable to the prime subcontractor will be treated as fees to the General Contractor, in the scenarios described in subparagraphs (A) and (B) of this paragraph:

(A) any subcontractor, material supplier, or equipment lessor receiving more than 50 percent of the contract sum in the construction contract will be deemed a prime subcontractor; or

(B) if more than 75 percent of the contract sum in the construction contract is subcontracted to three or fewer subcontractors, material suppliers, and equipment lessors, such parties will be deemed prime subcontractors.

(55) General Partner--Any person or entity identified as a general partner in a certificate of formation for the partnership or is later admitted to an existing partnership as a general

partner that is the Development Owner and that Controls the partnership. Where a limited liability corporation is the legal structure employed rather than a limited partnership, the manager or managing member of that limited liability corporation is deemed, for the purposes of these rules, to be the functional equivalent of a general partner.

(56) Governing Body--The elected or appointed body of public or tribal officials, responsible for the enactment, implementation, and enforcement of local rules and the implementation and enforcement of applicable laws for its respective jurisdiction.

(57) Governmental Entity--Includes federal, state or local agencies, departments, boards, bureaus, commissions, authorities, and political subdivisions, special districts, tribal governments and other similar entities.

(58) Gross Capture Rate--Calculated as the Relevant Supply divided by the Gross Demand.

(59) Gross Demand--The sum of Potential Demand from the Primary Market Area ("PMA") and demand from other sources.

(60) Gross Program Rent--Maximum rent limits based upon the tables promulgated by the Department's division responsible for compliance, which are developed by program and by county or Metropolitan Statistical Area ("MSA") or Primary Metropolitan Statistical Area ("PMSA") or national non-metro area.

(61) Guarantor--Any Person that provides, or is anticipated to provide, a guaranty for all or a portion of the equity or debt financing for the Development.

(62) HTC Development (also referred to as "HTC Property")--A Development subject to an active LURA for Housing Tax Credits allocated by the Department.

(63) HTC Property--See *HTC Development*.

(64) Hard Costs--The sum total of Building Costs, Site Work costs, Off-Site Construction costs and contingency.

(65) Historically Underutilized Businesses ("HUB")--An entity that is certified as such under and in accordance with Tex. Gov't Code, Chapter 2161.

(66) Housing Contract System ("HCS")--The electronic information system established by the Department for tracking, funding, and reporting Department Contracts and Developments. The HCS is primarily used for Direct Loan Programs administered by the Department.

(67) Housing Credit Allocation--An allocation of Housing Tax Credits by the Department to a Development Owner as provided for in Code. (68) Housing Credit Allocation Amount--With respect to a Development or a building within a Development, the amount of Housing Tax Credits the Department determines to be necessary for the financial feasibility of the Development and its viability as a Development throughout the Affordability Period and which the Board allocates to the Development.

(69) Initial Affordability Period--The Compliance Period or such longer period as shall have been elected by the Owner as the minimum period for which Units in the Development shall be retained for low-income tenants and rent restricted, as set forth in the LURA.

(70) Integrated Disbursement and Information System ("IDIS")--The electronic grants management information system established by HUD to be used for tracking and reporting HOME funding and progress and which may be used for other sources of funds as established by HUD.

(71) Land Use Restriction Agreement ("LURA")--An agreement, regardless of its title, between the Department and the Development Owner which is a binding covenant upon the

Development Owner and successors in interest, that, when recorded, encumbers the Development with respect to the requirements of the programs for which it receives funds. (§2306.6702)

(72) Low-Income Unit--A Unit that is intended to be restricted for occupancy by an income eligible household, as defined by the Department utilizing its published income limits.

(73) Managing General Partner--A general partner of a partnership (or, as provided for in paragraph (55) of this subsection, its functional equivalent) that is vested with the authority to take actions that are binding on behalf of the partnership and the other partners. The term Managing General Partner can also refer to a manager or managing member of a limited liability company where so designated to bind the limited liability company and its members under its Agreement or any other person that has such powers in fact, regardless of their organizational title.

(74) Market Analysis--Sometimes referred to as "Market Study." An evaluation of the economic conditions of supply, demand and rental rates conducted in accordance with §11.303 of this chapter (relating to Market Analysis Rules and Guidelines) as it relates to a specific Development.

(75) Market Analyst--A real estate appraiser or other professional familiar with the subject property's market area who prepares a Market Analysis.

(76) Market Rent--The achievable rent at the subject Property for a Unit without rent and income restrictions determined by the Market Analyst or Underwriter after adjustments are made to actual rents on Comparable Units to account for differences in net rentable square footage, functionality, overall condition, location (with respect to the subject Property based on proximity to primary employment centers, amenities, services and travel patterns), age, Unit amenities, utility structure, and Common Area amenities. The achievable rent conclusion must also consider the proportion of market Units to total Units proposed in the subject Property.

(77) Market Study--See *Market Analysis*.

(78) Material Deficiency--Any deficiency in a Pre-Application or an Application or other documentation that exceeds the scope of an Administrative Deficiency. Inability to provide documentation that existed prior to submission of an Application to substantiate claimed points or meet threshold requirements is material and may result in denial of the requested points or a termination in the case of threshold items. It is possible that multiple deficiencies that could individually be characterized as Administrative Deficiencies, when taken as a whole would create a need for substantial re-review of the Application and as such would be characterized as constituting a Material Deficiency.

(79) Multifamily Programs Procedures Manual--The manual produced and amended from time to time by the Department which reiterates and implements the rules and provides guidance for the filing of multifamily related documents.

(80) Net Operating Income ("NOI")--The income remaining after all operating expenses, including replacement reserves and taxes have been paid.

(81) Net Program Rent--Calculated as Gross Program Rent less Utility Allowance.

(82) Net Rentable Area ("NRA")--The Unit space that is available exclusively to the tenant and is typically heated and cooled by a mechanical HVAC system. NRA is measured to the outside of the studs of a Unit or to the middle of walls in common with other Units. NRA does not include common hallways, stairwells, elevator shafts, janitor closets, electrical closets, balconies, porches, patios, or other areas not actually available to the tenants for their

furnishings, nor does NRA include the enclosing walls of such areas.

(83) Non-HTC Development--Sometimes referred to as Non-HTC Property. Any Development not utilizing Housing Tax Credits or Exchange funds.

(84) Notice of Funding Availability ("NOFA")--A notice issued by the Department that announces funding availability, usually on a competitive basis, for multifamily rental programs requiring Application submission from potential Applicants.

(85) Off-Site Construction--Improvements up to the Development Site such as the cost of roads, water, sewer, and other utilities to provide access to and service the Site.

(86) Office of Rural Affairs--An office established within the Texas Department of Agriculture; formerly the Texas Department of Rural Affairs.

(87) One Year Period ("1YP")--The period commencing on the date on which the Department and the Owner agree to the Qualified Contract price in writing and continuing for twelve (12) calendar months.

(88) Owner--See *Development Owner*.

(89) Person--Without limitation, any natural person, corporation, partnership, limited partnership, joint venture, limited liability company, trust, estate, association, cooperative, government, political subdivision, agency or instrumentality or other organization or entity of any nature whatsoever, and shall include any group of Persons acting in concert toward a common goal, including the individual members of the group.

(90) Person or Persons with Disabilities--With respect to an individual, means that such person has:

(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) is regarded as having such an impairment, to include persons with severe mental illness and persons with substance abuse disorders.

(91) Physical Needs Assessment--See *Property Condition Assessment*.

(92) Place--An area defined as such by the United States Census Bureau, which, in general, includes an incorporated city, town, or village, as well as unincorporated areas known as census designated places. Any part of a census designated place that, at the time of Application, is within the boundaries of an incorporated city, town or village will be considered as part of the incorporated area. The Department may provide a list of Places for reference.

(93) Post Award Activities Manual--The manual produced and amended from time to time by the Department which explains the post award requirements and provides guidance for the filing of such documentation.

(94) Potential Demand--The number of income-eligible, age-, size-, and tenure-appropriate target households in the designated market area at the proposed placement in service date.

(95) Preservation--Activities that extend the Affordability Period for rent-restricted Developments that are at risk of losing low-income use restrictions or subsidies.

(96) Primary Market--Sometimes referred to as "Primary Market Area." The area defined by the Market Analyst as described in §11.303 of this chapter from which a proposed or existing Development is most likely to draw the majority of its prospective tenants or homebuyers.

- (97) Primary Market Area (“PMA”)--See *Primary Market*.
- (98) Principal--Persons that will be capable of exercising Control pursuant to §11.1(d)(30) of this chapter over a partnership, corporation, limited liability company, trust, or any other private entity.
- (99) Pro Forma Rent--For a restricted Unit, the lesser of the Net Program Rent or the Market Rent. For an unrestricted Unit, the Market Rent. Contract Rents, if applicable, will be used as the Pro Forma Rent.
- (100) Property--The real estate and all improvements thereon which are the subject of the Application (including all items of personal property affixed or related thereto), whether currently existing or proposed to be built or rehabilitated thereon in connection with the Application.
- (101) Property Condition Assessment (“PCA”)--Sometimes referred to as "Physical Needs Assessment," "Project Capital Needs Assessment," or "Property Condition Report." The PCA provides an evaluation of the physical condition of an existing Property to evaluate the immediate cost to rehabilitate and to determine costs of future capital improvements to maintain the Property. The PCA must be prepared in accordance with §11.306 of this chapter (relating to Property Condition Assessment Guidelines) as it relates to a specific Development.
- (102) Qualified Contract (“QC”)--A bona fide contract to acquire the non-low-income portion of the building for fair market value and the low-income portion of the building for an amount not less than the Applicable Fraction (specified in the LURA) of the calculation as defined within §42(h)(6)(F) of the Code.
- (103) Qualified Contract Price ("QC Price")--Calculated purchase price of the Development as defined within Code, §42(h)(6)(F) and as further delineated in §10.408 of this Title (relating to Qualified Contract Requirements).
- (104) Qualified Contract Request (“Request”)--A request containing all information and items required by the Department relating to a Qualified Contract.
- (105) Qualified Entity--Any entity permitted under Code, §42(i)(7)(A) and any entity controlled by such a qualified entity.
- (106) Qualified Nonprofit Development--A Development which meets the requirements of Code, §42(h)(5), includes the required involvement of a Qualified Nonprofit Organization, and is seeking Competitive Housing Tax Credits.
- (107) Qualified Nonprofit Organization--An organization that meets the requirements of Code §42(h)(5)(C) for all purposes, and for an allocation in the nonprofit set-aside or subsequent transfer of the property, when applicable, meets the requirements of Tex. Gov’t Code §2306.6706, and §2306.6729, and Code, §42(h)(5).
- (108) Reconstruction--The demolition of one or more residential buildings in an Existing Residential Development and the construction of Units on the same or another Development Site. At least one Unit must be reconstructed in order to qualify as Reconstruction. The total number of Units to be reconstructed will be determined by program requirements. Developments using Multifamily Direct Loan funds are required to follow the applicable federal requirements.
- (109) Rehabilitation--The improvement or modification of an Existing Residential Development through alteration, incidental addition or enhancement. The term includes the demolition of an Existing Residential Development and the Reconstruction of a Development on the Development Site, but does not include Adaptive Reuse. (§2306.004(26-a)) More

specifically, Rehabilitation is the repair, refurbishment and/or replacement of existing mechanical and/or structural components, fixtures and finishes. Rehabilitation will correct deferred maintenance, reduce functional obsolescence to the extent possible and may include the addition of: energy efficient components and appliances, life and safety systems; site and resident amenities; and other quality of life improvements typical of new residential Developments.

(110) Relevant Supply--The supply of Comparable Units in proposed and Unstabilized Developments targeting the same population including:

(A) the proposed subject Units;

(B) Comparable Units in another proposed development within the PMA with a priority Application over the subject, based on the Department's evaluation process described in §11.201(6) of this chapter (relating to Procedural Requirements for Application Submission) that may not yet have been presented to the Board for consideration of approval; and

(C) Comparable Units in previously approved but Unstabilized Developments in the PMA.

(111) Report--See *Underwriting Report*.

(112) Request--See *Qualified Contract Request*.

(113) Reserve Account--An individual account:

(A) created to fund any necessary repairs or other needs for a Development; and

(B) maintained by a First Lien Lender or Bank Trustee.

(114) Right of First Refusal ("ROFR")--An Agreement to provide a series of priority rights to negotiate for the purchase of a Property by a Qualified Entity or a Qualified Nonprofit Organization at a negotiated price at or above the minimum purchase price as defined in Code §42(i)(7) or as established in accordance with an applicable LURA.

(115) Rural Area--

(A) a Place that is located:

(i) outside the boundaries of a primary metropolitan statistical area or a metropolitan statistical area;

(ii) within the boundaries of a primary metropolitan statistical area or a metropolitan statistical area, if the statistical area has a population of 25,000 or less and does not share a boundary with an Urban Area; or

(iii) within the boundaries of a local political subdivision that is outside the boundaries of an Urban Area.

(B) for areas not meeting the definition of a Place, the designation as a Rural Area or Urban Area is assigned in accordance with §11.204(5)(A) of this chapter (relating to Required Documentation for Application Submission) or as requested in accordance with §11.204(5)(B).

(116) Single Room Occupancy ("SRO")--An Efficiency Unit that meets all the requirements of a Unit except that it may, but is not required, to be rented on a month to month basis to facilitate Transitional Housing. Buildings with SRO Units have extensive living areas in common and are required to be Supportive Housing and include the provision for substantial supports from the Development Owner or its agent on site.

(117) Site Control--Ownership or a current contract or series of contracts, that meets the requirements of §11.204(10) of this chapter, that is legally enforceable giving the Applicant the

ability, not subject to any legal defense by the Owner or anyone else, to develop and operate a Property and subject it to a LURA reflecting the requirements of any awards of assistance it may receive from the Department.

(118) Site Work--Materials and labor for the horizontal construction generally including excavation, grading, paving, underground utilities, and site amenities.

(119) State Housing Credit Ceiling--The aggregate amount of Housing Credit Allocations that may be made by the Department during any calendar year, as determined from time to time by the Department in accordance with applicable federal law, including Code, §42(h)(3)(C), and Treasury Regulation §1.42-14.

(120) Sub-Market--An area defined by the Underwriter based on general overall market segmentation promulgated by market data tracking and reporting services from which a proposed or existing Development is most likely to draw the majority of its prospective tenants or homebuyers.

(121) Supportive Housing--A residential rental Development:

(A) that is intended for occupancy by households in need of specialized and specific non-medical services in order to maintain independent living;

(B) in which the provision of services are provided primarily on-site by the Applicant, an Affiliate of the Applicant or a third party provider and the service provider must be able to demonstrate a record of providing substantive services similar to those proposed in the subject Application in residential settings for at least three years prior to the Application Acceptance Period;

(C) in which the services offered must include case management and resident services that either aid tenants in addressing debilitating conditions or assist residents in securing the skills, assets, and connections needed for independent living. Resident populations primarily include the homeless and those at-risk of homelessness;

(D) for which the Applicant, General Partner, or Guarantor must meet the following:

(i) demonstrate that it, alone or in partnership with a third party provider, has at least three years experience in developing and operating housing similar to the proposed housing;

(ii) demonstrate that it has secured sufficient funds necessary to maintain the Development's operations through the Affordability Period;

(iii) provide evidence of a history of fundraising activities reasonably deemed to be sufficient to address any unanticipated operating losses; and

(E) that is not financed, except for construction financing, with any debt containing foreclosure provisions or debt that contains must-pay repayment provisions (including cash-flow debt). Permanent foreclosable, must-pay debt is permissible if sourced by federal funds, but the Development will not be exempted from Subchapter D of this chapter (relating to Underwriting and Loan Policy). In addition, permanent foreclosable, cash-flow debt provided by an Affiliate is permissible if originally sourced from charitable contributions or pass-through local government non-federal funds. Any amendment to an Application or LURA resulting in the addition of debt prohibited under this definition will result in the revocation of IRS Form(s) 8609.

(122) TDHCA Operating Database--Sometimes referred to as "TDHCA Database." A consolidation of recent actual income and operating expense information collected through the Department's Annual Owner Financial Certification process, as required and described in

Chapter 10, Subchapter F of this title (relating to Compliance Monitoring), and published on the Department's web site (www.tdhca.state.tx.us).

(123) Target Population--The designation of types of housing populations shall include Elderly Developments, and those that are Supportive Housing. All others will be considered to serve general populations without regard to any subpopulations.

(124) Tax-Exempt Bond Development--A Development requesting or having been awarded Housing Tax Credits and which receives a portion of its financing from the proceeds of Tax-Exempt Bonds which are subject to the state volume cap as described in Code, §42(h)(4), such that the Development does not receive an allocation of tax credit authority from the State Housing Credit Ceiling.

(125) Tax-Exempt Bond Process Manual--The manual produced and amended from time to time by the Department which explains the process and provides guidance for the filing of a Housing Tax Credit Application utilizing Tax-Exempt Bonds.

(126) Third Party--A Person who is not:

(A) an Applicant, General Partner, Developer, or General Contractor; or

(B) an Affiliate to the Applicant, General Partner, Developer, or General Contractor; or

(C) anyone receiving any portion of the administration, contractor, or Developer Fee from the Development; or

(D) in Control with respect to the Development Owner.

(127) Total Housing Development Cost--The sum total of the acquisition cost, Hard Costs, soft costs, Developer Fee and General Contractor fee incurred or to be incurred through lease-up by the Development Owner in the acquisition, construction, rehabilitation, and financing of the Development.

(128) Transitional Housing--A Supportive Housing development that includes living Units with more limited individual kitchen facilities and is:

(A) used exclusively to facilitate the transition of homeless individuals and those at-risk of becoming homeless, to independent living within twenty-four (24) months; and

(B) is owned by a Development Owner that includes a Governmental Entity or a nonprofit which provides temporary housing and supportive services to assist such individuals in, among other things, locating and retaining permanent housing. The limited kitchen facilities in individual Units must be appropriately augmented by suitable, accessible shared or common kitchen facilities.

(129) U.S. Department of Agriculture ("USDA")--Texas Rural Development Office ("TRDO") serving the State of Texas.

(130) U.S. Department of Housing and Urban Development ("HUD")-regulated Building--A building for which the rents and utility allowances of the building are reviewed by HUD.

(131) Underwriter--The author(s) of the Underwriting Report.

(132) Underwriting Report--Sometimes referred to as the "Report." A decision making tool prepared by the Department's Real Estate Analysis Division that is used by the Department and Board containing a synopsis and reconciliation of the Application information submitted by the Applicant and that Division's conclusion as to whether ~~that~~ the Development will be financially feasible as required by Code §42(m) or other federal regulations.

(133) Uniform Multifamily Application Templates--The collection of sample resolutions and

form letters, produced by the Department, as may be required under this chapter or Chapters 12 and 13 of this title that may be used, (but are not required to be used), to satisfy the requirements of the applicable rule.

(134) Uniform Physical Condition Standards (“UPCS”)--As developed by the Real Estate Assessment Center of HUD.

(135) Unit--Any residential rental Unit in a Development consisting of an accommodation, including a single room used as an accommodation on a non-transient basis, that contains complete physical facilities and fixtures for living, sleeping, eating, cooking and sanitation.

(136) Unit Type--Units will be considered different Unit Types if there is any variation in the number of Bedrooms, full bathrooms or a square footage difference equal to or more than 120 square feet. A powder room is the equivalent of a half-bathroom but does not by itself constitute a change in Unit Type.

(137) Unstabilized Development--A Development with Comparable Units that has been approved for funding by the Department's Board of Directors or is currently under construction or has not maintained a 90 percent occupancy level for at least ninety (90) days following construction completion. A development may be deemed stabilized by the Underwriter based on factors relating to a development's lease-up velocity, Sub-Market rents, Sub-Market occupancy trends and other information available to the Underwriter. The Market Analyst may not consider such development stabilized in the Market Study.

(138) Urban Area--A Place that is located within the boundaries of a primary metropolitan statistical area or a metropolitan statistical area other than a Place described by paragraph (115)(A) of this subsection. For areas not meeting the definition of a Place, the designation as a Rural Area or Urban Area is assigned in accordance with §11.204(5) of this chapter.

(139) Utility Allowance--The estimate of tenant-paid utilities made in accordance with Treasury Regulation, §1.42-10 and §10.614 of this Title (relating to Utility Allowances).

(140) Work Out Development--A financially distressed Development for which the Owner and/or a primary financing participant is seeking a change in the terms of Department funding or program restrictions.

(e) Data. Where this chapter requires the use of American Community Survey or Housing & Urban Development data, the Department shall use the most current data available as of October 1, 2018, unless specifically otherwise provided in federal or state law or in the rules. All American Community Survey data must be 5-year estimates, unless otherwise specified. The availability of more current data shall be disregarded. Where other data sources are specifically required, such as Neighborhoodscout, the data available after October 1, but before Pre-Application Final Delivery Date, will be permissible. The NeighborhoodScout report submitted in the Application must include the report date.

(f) Deadlines. Where a specific date or deadline is identified in this chapter, the information or documentation subject to the deadline must be received by the Department on or before 5:00 p.m. Austin local time on the day of the deadline. If the deadline falls on a weekend or holiday, the deadline is 5:00 p.m. Austin local time on the next day which is not a weekend or holiday and on which the Department is open for general operation. Unless otherwise noted or provided in statute, deadlines are based on calendar days.

(g) Documentation to Substantiate Items and Representations in an Application. In order to ensure the appropriate level of transparency in this highly competitive program, Applications and all correspondence and other information relating to each Application are posted on the Department's website and updated on a regular basis. Applicants must use the Application form

posted online to provide appropriate support for each item substantiating a claim or representation, such as claims for points, qualification for set-asides, meeting of threshold requirements, or timely requesting a waiver or determination. Any Application that staff identifies as having insufficient support information will be directed to cure the matter via the Deficiency process. Applicants are reminded that this process may not be used to increase a scoring item's points or to change any aspect of the proposed Development, financing structure, or other element of the Application. Although a responsive narrative will be created after Application submission, all facts and materials to substantiate any item in response to such an Administrative Deficiency must have been clearly established at the time of submission of the Application.

(h) Board Standards for Review. Some issues may require or benefit from board review. The Board is not constrained to a particular standard, and while its actions on one matter are not binding as to how it will address another matter, the Board does seek to promote consistency with its policies, including the policies set forth in this chapter.

(i) Public Information Requests. Pursuant to Tex. Gov't Code §2306.6717, any pre-application and any full Application, including all supporting documents and exhibits, must be made available to the public, in their entirety, on the Department's website. The filing of a pre-application or Application with the Department shall be deemed as consent to the release of any and all information contained therein, including supporting documents and exhibits. As part of its certifications, the Applicant shall certify that the authors of the reports and other information and documents submitted with the Application have given their consent to the Applicant to submit all reports and other information and documents to the Department, and for the Department to publish anything submitted with the Application on its website and use such information and documents for authorized purposes.

(j) Responsibilities of Municipalities and Counties. In ~~providing~~ considering resolutions regarding housing de-concentration issues, threshold requirements, or scoring criteria, municipalities and counties should consult their own staff and legal counsel as to whether their handling of actions regarding such resolution(s) ~~will be~~ consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas ("FHAAT") form on file, any current Analysis of Impediments to Fair Housing Choice, any current Assessment of Fair Housing, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds.

(k) Request for Staff Determinations. Where the requirements of this Chapter do not readily align with the activities proposed in an Application, an Applicant may request and Department staff may provide a determination to an Applicant explaining how staff will review an Application in relation to the applicable rules. In no instance will staff provide a determination regarding a scoring item. Any such request must be received by the Department prior to submission of the pre-application (if applicable to the program) or Application (if no pre-application was submitted). Staff may, in its sole discretion, provide the request to the Board for it to make the determination. Staff's determination may take into account the articulated purpose of or policies addressed by a particular rule or requirement, materiality of elements, substantive elements of the development plan that relate to the term or definition, the common usage of the particular term, or other issues relevant to the rule or requirement. All such determinations will be conveyed in writing. If the determination is finalized after submission of the pre-application or Application, the Department may allow corrections to the pre-application or the Application that are directly related to the issues in the determination. It is an Applicant's sole responsibility to request a determination and an Applicant may not rely on any determination for another Application regardless of similarities in a particular fact pattern. For any Application that does not request and subsequently receive a determination, the definitions and applicable rules will be applied as used

and defined herein. An Applicant may appeal a determination for their Application if the determination provides for a treatment that relies on factors other than the explicit definition. A Board determination may not be appealed. A staff determination not timely appealed cannot be further appealed or challenged.

§11.2. Program Calendar for Housing Tax Credits.

(a) Competitive HTC Deadlines. Non-statutory deadlines specifically listed in the Program Calendar may be extended by the Department for a period of not more than five (5) business days provided that the Applicant has, in writing, requested an extension prior to the date of the original deadline and has established to the reasonable satisfaction of the Department that there is good cause for the extension. Except as provided for under 10 TAC §1.1 relating to Reasonable Accommodation Requests, extensions relating to Administrative Deficiency deadlines may only be extended if documentation needed to resolve the item is needed from a Third Party or the documentation involves signatures needed on certifications in the Application.

Deadline	Documentation Required
01/04/2019	Application Acceptance Period Begins. Public Comment period starts.
01/09/2019	Pre-Application Final Delivery Date (including waiver requests).
02/15/2019	Deadline for submission of Application for .ftp access if pre-application not submitted.
03/01/2019	<p>End of Application Acceptance Period <u>and Full Application Delivery Date</u>. (including Quantifiable Community Participation documentation; Environmental Site Assessments (ESAs), Property Condition Assessments (PCAs); Appraisals; Primary Market Area Map; Site Design and Development Feasibility Report; all Resolutions necessary under §11.3 of this chapter related to Housing De-Concentration Factors).</p> <p>Final Input from Elected Officials Delivery Date (including Resolution for Local Government Support pursuant to §11.9(d)(1) of this chapter and State Representative Input pursuant to §11.9(d)(5) of this chapter).</p>
04/02/2019	Market Analysis Delivery Date pursuant to §11.205 of this chapter.
05/01/2019	Deadline for Third Party Request for Administrative Deficiency.
Mid-May 2019	Scoring Notices Issued for Majority of Applications Considered “Competitive.”
06/21/2019	Public comment to be included in the Board materials relating to presentation for awards are due in accordance with 10 TAC §1.10.
June	On or before June 30, publication of the list of Eligible Applications for

Deadline	Documentation Required
	Consideration for Award in July.
July	Final Awards.
Mid-August	Commitments are Issued.
11/01/2019	Carryover Documentation Delivery Date.
11/29/2019	Deadline for closing under §11.9(c)(8) (if applicable) <u>(not subject to an extension under 10 TAC §11.2(a) pursuant to the requirements of 10 TAC §11.9(c)(8)).</u>
07/01/2020	10 Percent Test Documentation Delivery Date.
12/31/2021	Placement in Service.
Five (5) business days after the date on the Deficiency Notice (without incurring point loss)	Administrative Deficiency Response Deadline (unless an extension has been granted).

(b) Tax-Exempt Bond and Direct Loan Development Dates and Deadlines. This section reflects key dates for all multifamily development programs except for the Competitive Housing Tax Credit Program. Applicants are strongly encouraged to submit the required items well in advance of established deadlines. Non-statutory deadlines specifically listed in this section may be extended by the Department for a period of not more than five (5) business days provided; however, that the Applicant requests an extension prior to the date of the original deadline and has established to the reasonable satisfaction of the Department that there is good cause for the extension. Except as provided for under 10 TAC §1.1 relating to Reasonable Accommodation Requests, extensions relating to Deficiency deadlines may only be extended if documentation needed to resolve the item is needed from a Third Party or the documentation involves signatures needed on certifications in the Application.

(1) Full Application Delivery Date. The deadline by which the Application must be received by the Department. For Direct Loan Applications, such deadline will generally be defined in the applicable NOFA and for Tax-Exempt Bond Developments, such deadlines are more fully explained in §11.201(2) of this chapter (relating to Procedural Requirements for Application Submission).

(2) Notice to Submit Lottery Application Delivery Date. No later than December 7, 2018, 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.

(3) Applications Associated with Lottery Delivery Date. No later than December 14, 2018, Applicants that participated in the Texas Bond Review Board Lottery must submit the complete

tax credit Application to the Department.

(4) Administrative Deficiency Response Deadline. Such deadline shall be five (5) business days after the date on the deficiency notice without incurring a penalty fee pursuant to §11.901 of this chapter (relating to Fee Schedule).

(5) Third Party Report Delivery Date (Environmental Site Assessment (ESA), Property Condition Assessment (PCA), Appraisal (if applicable), Market Analysis and the Site Design and Development Feasibility Report). For Direct Loan Applications, the Third Party reports meeting specific requirements described in §11.205 of this chapter must be submitted with the Application in order for it to be considered a complete Application, unless the Application is made in conjunction with an Application for Housing Tax Credits or Tax-Exempt Bond, in which case the Delivery Date for those programs will apply. For Tax-Exempt Bond Developments, the Third Party Reports must be received by the Department no later than seventy-five (75) calendar days prior to the Board meeting at which the tax credits will be considered. The seventy-five (75) calendar day deadlines are available on the Department's website.

(6) Resolutions Delivery Date. Resolutions required for Tax-Exempt Bond Developments must be received by the Department no later than fourteen (14) calendar days before the Board meeting at which consideration of the award will occur. If the Direct Loan Application is made in conjunction with an Application for Housing Tax Credits, or Tax-Exempt Bond Developments, the Resolution Delivery Date for those programs will apply to the Direct Loan Application.

(7) Challenges to Neighborhood Organization Opposition Delivery Date. Challenges must be received by the Department no later than forty-five (45) calendar days prior to the Board meeting at which consideration of the award will occur.

§11.3.Housing De-Concentration Factors.

(a) Rules reciting statutory limitations are provided as a convenient reference only, and to the extent there is any deviation from the provisions of statute, the statutory language is controlling.

(b) Two Mile Same Year Rule (Competitive HTC Only). As required by Tex. Gov't Code §2306.6711(f), staff will not recommend for award, and the Board will not make an award to an Application that proposes a Development Site located in a county with a population that exceeds one million if the proposed Development Site is also located less than two linear miles from the proposed Development Site of another Application within said county that is awarded in the same calendar year. If two or more Applications are submitted that would violate this rule, the lower scoring Application will be considered a non-priority Application and will not be reviewed unless the higher scoring Application is terminated or withdrawn.

(c) Twice the State Average Per Capita (Competitive and Tax-Exempt Bond Only). As provided for in Tex. Gov't Code §2306.6703(a)(4), if a proposed Development is located in a municipality, or if located completely outside a municipality, a county, that has more than twice the state average of units per capita supported by Housing Tax Credits or private activity bonds at the time the Application Acceptance Period Begins (or for Tax-Exempt Bond Developments, Applications submitted after the Application Acceptance Period Begins), then the Applicant must obtain prior approval of the Development from the Governing Body of the appropriate municipality or county containing the Development. Such approval must include a resolution adopted by the Governing Body of the municipality or county, as applicable, setting forth a written statement of support, specifically citing Tex. Gov't Code §2306.6703(a)(4) in the text of the actual adopted resolution, and authorizing an allocation of Housing Tax Credits for the Development. An acceptable, but not required, form of resolution may be obtained in the Uniform Multifamily Application Templates. Required documentation must be submitted by the

Full Application Delivery Date as identified in §11.2(a) of this chapter (relating to Program Calendar for Competitive Housing Tax Credits) or Resolutions Delivery Date in §11.2(b) of this chapter (relating to Tax-Exempt Bond and Multifamily Loan Development Dates and Deadlines), as applicable.

(d) One Mile Three Year Rule. (Competitive and Tax-Exempt Bond Only).
(§2306.6703(a)(3))

(1) An Application that proposes the New Construction or Adaptive Reuse of a Development that is located one linear mile or less (measured between closest boundaries by a straight line on a map) from another development that meets all of the criteria in subparagraphs (A) - (C) of this paragraph shall be considered ineligible.

(A) The Development serves the same type of household as the proposed Development, regardless of whether the Development serves families, elderly individuals, or another type of household; and

(B) The Development has received an allocation of Housing Tax Credits or private activity bonds for any New Construction at any time during the three-year period preceding the date the Application Round begins (or for Tax-Exempt Bond Developments the three-year period preceding the date the Certificate of Reservation is issued); and

(C) The Development has not been withdrawn or terminated from the Housing Tax Credit Program.

(2) Paragraph (1) of this subsection does not apply to a Development:

(A) that is using federal HOPE VI (or successor program) funds received through HUD;

(B) that is using locally approved funds received from a public improvement district or a tax increment financing district;

(C) that is using funds provided to the state under the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. §§12701 et seq.);

(D) that is using funds provided to the state and participating jurisdictions under the Housing and Community Development Act of 1974 (42 U.S.C. §§5301 et seq.);

(E) that is located in a county with a population of less than one million;

(F) that is located outside of a metropolitan statistical area; or

(G) that the Governing Body of the appropriate municipality or county where the Development is to be located has by vote specifically allowed the construction of a new Development located within one linear mile or less from a Development described under paragraph (1)(A) of this subsection. An acceptable, but not required, form of resolution may be obtained in the Uniform Multifamily Application Templates. Required documentation must be submitted by the Full Application Delivery Date as identified in §11.2(a) of this chapter or Resolutions Delivery Date in §11.2(b) of this chapter, as applicable.

(3) Where a specific source of funding is referenced in paragraph (2)(A) - (D) of this subsection, a commitment or resolution documenting a commitment of the funds must be provided in the Application.

(e) Limitations on Developments in Certain Census Tracts. An Application that proposes the New Construction or Adaptive Reuse of a Development proposed to be located in a census tract that has more than 20 percent Housing Tax Credit Units per total households as established by the 5-year American Community Survey shall be considered ineligible unless the Governing

Body of the appropriate municipality or county containing the Development has, by vote, specifically allowed the Development and submits to the Department a resolution stating the proposed Development is consistent with the jurisdiction's obligation to affirmatively further fair housing. Rehabilitation Developments are not required to obtain such resolution. The resolution must be submitted by the Full Application Delivery Date as identified in §11.2(a) of this chapter or Resolutions Delivery Date in §11.2(b) of this chapter, as applicable.

(f) Additional Phase. Applications proposing an additional phase of an existing tax credit Development that is under common ownership serving the same Target Population or Applications proposing Developments that are adjacent to an existing tax credit Development that is under common ownership serving the same Target Population, shall be considered ineligible unless the other Developments or phase(s) of the Development have been completed and have maintained occupancy of at least 90 percent for a minimum six (6) month period as reflected in the submitted rent roll. If the Additional Phase is proposed by any Principal of the existing tax credit Development, the Developer Fee included in Eligible Basis for the Additional Phase may not exceed 15 percent, regardless of the number of Units. If the Application proposes the Rehabilitation or replacement of existing federally-assisted affordable housing Units or federally-assisted affordable housing Units demolished on the same site within two years of the beginning of the Application Acceptance Period, this provision does not apply.

(g) Proximity of Development Sites. If two or more Competitive HTC Applications that are proposing Developments serving the same Target Population on contiguous sites or on sites separated by not more than 1,000 feet where the intervening property does not have a clear and apparent economic reason and/or was not created for the apparent purpose of creating separation under this rule, or on sites carved out of either a single parcel or a group of contiguous parcels that were under common ownership or control at any time during the preceding twenty-four month period are submitted in the same program year, the lower scoring Application, including consideration of tie-breaker factors if there are tied scores, will be considered a non-priority Application and will not be reviewed unless the higher scoring Application is terminated or withdrawn.

§11.4. Tax Credit Request and Award Limits.

(a) Credit Amount (Competitive HTC Only). (§2306.6711(b)) The Board may not award or allocate to an Applicant, Developer, Affiliate, or Guarantor (unless the Guarantor is also the General Contractor or provides the guaranty only during the construction period, and is not a Principal of the Applicant, Developer or Affiliate of the Development Owner) Housing Tax Credits in an aggregate amount greater than \$3 million in a single Application Round. Prior to July 15, an Applicant that has Applications pending for more than \$3 million in credit may notify staff in writing or by email of the Application(s) they will not pursue in order to bring their request within the \$3 million cap. Any other Applications they do not wish to pursue will remain on the waiting list if not otherwise terminated. If the Applicant has not made this self-selection by this date, staff will assign first priority to an Application that will enable the Department to comply with the state and federal non-profit set-asides and second to the highest scoring Application, including consideration of tie-breakers if there are tied scores. The Application(s) that does not meet Department criteria will not be considered a priority Application and will not be reviewed unless the Applicant withdraws a priority Application. All entities that are under common Control are Affiliates. For purposes of determining the \$3 million limitation, a Person is not deemed to be an Applicant, Developer, Affiliate, or Guarantor solely because it:

- (1) raises or provides equity;
- (2) provides "qualified commercial financing;"

(3) is a Qualified Nonprofit Organization or other not-for-profit entity that is providing solely loan funds, grant funds or social services; or

(4) receives fees as a consultant or advisor that do not exceed \$200,000.

(b) Maximum Request Limit (Competitive HTC Only). For any given Development, an Applicant may not request more than 150 percent of the credit amount available in the subregion based on estimates released by the Department on December 1, or \$1,500,000, whichever is less, or \$2,000,000 for Applications under the At-Risk Set-Aside. In addition, for Elderly Developments in a Uniform State Service Region containing a county with a population that exceeds one million, the request may not exceed the final amount published on the Department's website after the release of the Internal Revenue Service notice regarding the 2019 credit ceiling. For all Applications, the Department will consider the amount in the funding request of the pre-application and Application to be the amount of Housing Tax Credits requested and will automatically reduce the Applicant's request to the maximum allowable under this subsection if exceeded. Regardless of the credit amount requested or any subsequent changes to the request made by staff, the Board may not award to any individual Development more than \$2 million in a single Application Round. (§2306.6711(b))

(c) Increase in Eligible Basis (30 percent Boost). Applications will be evaluated for an increase of up to but not to exceed 30 percent in Eligible Basis provided they meet the criteria identified in paragraphs (1) - (3) of this subsection, or if required under Code, §42. Staff will recommend no increase or a partial increase in Eligible Basis if it is determined it would cause the Development to be over sourced, as evaluated by the Real Estate Analysis division, in which case a credit amount necessary to fill the gap in financing will be recommended. In no instance will the boost exceed more than the amount of credits required to create the HTC rent-restricted Units, as determined by the Real Estate Analysis division of TDHCA. The criteria in paragraph (3) of this subsection are not applicable to Tax-Exempt Bond Developments.

(1) The Development is located in a Qualified Census Tract ("QCT") (as determined by the Secretary of HUD) that has less than 20 percent Housing Tax Credit Units per total households in the tract as established by the U.S. Census Bureau for the 5-year American Community Survey. New Construction or Adaptive Reuse Developments located in a QCT that has in excess of 20 percent Housing Tax Credit Units per total households in the tract are not eligible to qualify for a 30 percent increase in Eligible Basis, which would otherwise be available for the Development Site pursuant to §42(d)(5) of the Code, unless the Application includes a resolution stating that the Governing Body of the appropriate municipality or county containing the Development has by vote specifically allowed the construction of the new Development and referencing this rule. Rehabilitation Developments located in a QCT with 20 percent or greater Housing Tax Credit Units per total households are eligible to qualify for the boost and are not required to obtain such a resolution from the Governing Body. For Tax-Exempt Bond Developments, as a general rule and unless federal guidance states otherwise, a QCT designation would have to coincide with the program year the Certificate of Reservation is issued in order for the Department to apply the 30 percent boost in its underwriting evaluation. An acceptable, but not required, form of resolution may be obtained in the Multifamily Programs Procedures Manual. Required documentation must be submitted by the Full Application Delivery Date as identified in §11.2(a) of this chapter or Resolutions Delivery Date in §11.2(b) of this chapter, as applicable. Applicants must submit a copy of the census map that includes the 11-digit census tract number and clearly shows that the proposed Development is located within a QCT; OR

(2) The Development is located in a Small Area Difficult Development Area ("SADDA") (based on Small Area Fair Market Rents ("FMRs") as determined by the Secretary of HUD)

that has high construction, land and utility costs relative to the AMGI. For Tax-Exempt Bond Developments, as a general rule, a SADDA designation would have to coincide with the program year in which the Certificate of Reservation is issued in order for the Department to apply the 30 percent boost in its underwriting evaluation. Applicants must submit a copy of the SADDA map that clearly shows the proposed Development is located within the boundaries of a SADDA; OR

(3) The Development meets one of the criteria described in subparagraphs (A) - (F) of this paragraph pursuant to Code, §42(d)(5)(B)(v):

(A) the Development is located in a Rural Area;

(B) the Development is proposing entirely Supportive Housing and is expected to be debt free or have no foreclosable or non-cash flow debt;

(C) the Development meets the criteria for the Opportunity Index as defined in §11.9(c)(4) of this chapter (relating to Competitive HTC Selection Criteria);

(D) the Applicant elects to restrict an additional 10 percent of the proposed low income Units for households at or below 30 percent of AMGI. These Units must be in addition to Units required under any other provision of this chapter, or required under any other funding source from the Multifamily Direct Loan program;

(E) the Development is in an area covered by a concerted revitalization plan, is not an Elderly Development, and is not located in a QCT. A Development will be considered to be in an area covered by a concerted revitalization plan if it is eligible for and elects points under §11.9(d)(7) of this chapter; or

(F) the Development is located in a Qualified Opportunity Zone designated under the Bipartisan Budget Act of 2018 (H.R. 1892).

§11.5. Competitive HTC Set-Asides. (§2306.111(d)) This section identifies the statutorily-mandated Set-asides which the Department is required to administer. An Applicant may elect to compete in each of the Set-asides for which the proposed Development qualifies. In order to be eligible to compete in the Set-aside, the Application must meet the requirements of the Set-aside as of the Full Application Delivery Date. Election to compete in a Set-aside does not constitute eligibility to compete in the Set-aside, and Applicants who are ultimately deemed not to qualify to compete in the Set-aside will be considered not to be participating in the Set-aside for purposes of qualifying for points under §11.9(e)(3) of this chapter (related to pre-application Participation). Commitments of Competitive HTCs issued by the Board in the current program year will be applied to each Set-aside, Rural regional allocation, Urban regional allocation, and/or USDA Set-aside for the current Application round as appropriate.

(1) Nonprofit Set-Aside. (§2306.6729 and §2306.6706(b)) At least 10 percent of the State Housing Credit Ceiling for each calendar year shall be allocated to Qualified Nonprofit Developments which meet the requirements of Code, §42(h)(5) and Tex. Gov't Code §2306.6729 and §2306.6706(b). Qualified Nonprofit Organizations must have the controlling interest in the Development Owner applying for this Set-aside (*i.e.*, greater than 50 percent ownership in the General Partner). If the Application is filed on behalf of a limited partnership, the Qualified Nonprofit Organization must be the Managing General Partner. If the Application is filed on behalf of a limited liability company, the Qualified Nonprofit Organization must be the controlling Managing Member. Additionally, for Qualified Nonprofit Development in the Nonprofit Set-aside the nonprofit entity or its nonprofit Affiliate or subsidiary must be the Developer or a co-Developer as evidenced in the development agreement. An Applicant that meets the requirements to be in the Qualified Nonprofit Set-aside is deemed to be applying under

that Set-aside unless their Application specifically includes an affirmative election to not be treated under that Set-aside and a certification that they do not expect to receive a benefit in the allocation of tax credits as a result of being affiliated with a nonprofit. The Department reserves the right to request a change in this election and/or not recommend credits for those unwilling to change elections if insufficient Applications in the Nonprofit Set-Aside are received. Applicants may not use different organizations to satisfy the state and federal requirements of the Set-aside.

(2) USDA Set-Aside. (§2306.111(d-2)) At least 5 percent of the State Housing Credit Ceiling for each calendar year shall be allocated to Rural Developments which are financed through USDA. If an Application in this Set-aside involves Rehabilitation it will be attributed to and come from the At-Risk Development Set-aside; if an Application in this set-aside involves New Construction it will be attributed to and come from the applicable Uniform State Service Region and will compete within the applicable subregion unless the Application is receiving USDA Section 514 funding. Applications must also meet all requirements of Tex Gov't Code §2306.111(d-2).

(A) Eligibility of Certain Developments to Participate in the USDA or Rural Set-asides. (§2306.111(d-4)) A proposed or Existing Residential Development that, before September 1, 2013, has been awarded or has received federal financial assistance provided under Section 514, 515, or 516 of the Housing Act of 1949 (42 U.S.C. Section 1484, 1485, or 1486) may be attributed to and come from the At-Risk Development Set-aside or the Uniform State Service Region in which the Development is located, regardless of whether the Development is located in a Rural Area.

(B) All Applications that can score under the USDA Set-aside will be considered Rural for all scoring items under this chapter. If a Property receiving USDA financing is unable to score under the USDA Set-aside and it is located in an Urban subregion, it will be scored as Urban.

(3) At-Risk Set-Aside. (§2306.6714; §2306.6702)

(A) At least 15 percent of the State Housing Credit Ceiling for each calendar year will be allocated under the At-Risk Development Set-aside and will be deducted from the State Housing Credit Ceiling prior to the application of the regional allocation formula required under §11.6 of this chapter (relating to Competitive HTC Allocation Process). Through this Set-aside, the Department, to the extent possible, shall allocate credits to Applications involving the preservation of Developments identified as At-Risk Developments. (§2306.6714) Up to five (5) percent of the State Housing Credit Ceiling associated with this Set-aside may be given priority to Rehabilitation Developments under the USDA Set-aside.

(B) An At-Risk Development qualifying under Tex. Gov't Code §2306.6702(a)(5)(A) must meet the following requirements :

(i) Pursuant to Tex. Gov't Code §2306.6702(a)(5)(A)(i), a Development must have received a subsidy in the form of a qualified below-market interest rate loan, interest rate reduction, rental subsidy, Section 8 housing assistance payment, rental supplement payment, rental assistance payment, or equity incentive. Applications participating in the At-Risk Set-Aside must include evidence of the qualifying subsidy.

(ii) Any stipulation to maintain affordability in the contract granting the subsidy pursuant to Tex. Gov't Code §2306.6702(a)(5)(A)(ii)(a), or any HUD-insured or HUD-held mortgage will be considered to be nearing expiration or nearing the end of its term if expiration will occur or the term will end within two (2) years of July 31 of the year the Application is submitted. Developments with HUD-insured or HUD-held mortgages qualifying as At-Risk under §2306.6702(a)(5)(A)(ii)(b) may be eligible if the HUD-insured or HUD-held mortgage is eligible for prepayment or has been prepaid.

(iii) Developments with existing Department LURAs must have completed all applicable Right of First Refusal procedures prior to the pre-application Final Delivery Date.

(C) An At-Risk Development qualifying under Tex. Gov't Code §2306.6702(a)(5)(B) must meet one of the following requirements:

(i) Units to be Rehabilitated or Reconstructed must be owned by a public housing authority or a public facility corporation created by a public housing authority under Chapter 303, Local Government Code and received assistance under §9, United States Housing Act of 1937 (42 U.S.C. section 1437g); or

(ii) Units to be Rehabilitated or Reconstructed must have been disposed of or demolished by a public housing authority in the two-year period preceding the Application for housing tax credits; and

(iii) For Developments including Units to be Reconstructed, the Application will be categorized as New Construction; and

(iv) To the extent that an Application is eligible under Tex. Gov't Code §2306.6702(a)(5)(B)(iii), the Development must receive assistance through the Rental Assistance Demonstration ("RAD") program administered by the United States Department of Housing and Urban Development ("HUD"). Applications must include evidence that RAD participation is included in the applicable public housing plan that was most recently approved by HUD, and evidence (in the form of a Commitment to enter into a Housing Assistance Payment ("CHAP")) that HUD has approved the Units proposed for Rehabilitation or Reconstruction for participation in the RAD program; and

(v) Notwithstanding any other provision of law, an At-Risk Development described by Tex. Gov't Code §2306.6702(a)(5)(B) that was previously allocated housing tax credits set aside under Subsection (a) does not lose eligibility for those credits if the portion of Units reserved for public housing as a condition of eligibility for the credits under Tex. Gov't Code §2306.6714 (a-1)(2) are later converted under RAD.

(D) An Application for a Development that includes the demolition of the existing Units which have received the financial benefit described in Tex. Gov't Code §2306.6702(a)(5) will not qualify as an At-Risk Development unless the redevelopment will include at least a portion of the same site. Alternatively, pursuant to Tex. Gov't Code §2306.6702(a)(5)(B), an Applicant may propose relocation of the existing Units in an otherwise qualifying At-Risk Development if:

(i) the affordability restrictions and any At-Risk eligible subsidies are approved to be transferred with the units proposed for Rehabilitation or Reconstruction prior to the tax credit Carryover deadline;

(ii) the Applicant seeking tax credits must propose the same number of restricted Units (the Applicant may, however, add market rate Units); and

(iii) the new Development Site must either qualify for points on the Opportunity Index under §11.9(c)(4) of this chapter (relating to Competitive HTC Selection Criteria); OR

(iv) the local Governing Body of the applicable municipality or county (if completely outside of a municipality) in which that Development is located must submit a resolution confirming that the proposed Development is supported by the municipality or county in order to carry out a previously adopted plan that meets the requirements of §11.9(d)(7). Development Sites that cross jurisdictional boundaries must provide such resolutions from both local governing bodies.

(E) If Developments at risk of losing affordability from the financial benefits available to the Development are able to retain, renew, or replace the existing financial benefits and affordability they must do so unless regulatory barriers necessitate elimination of all or a portion of that benefit for the Development.

(i) Evidence of the legal requirements that will unambiguously cause the loss of affordability and that this will occur within the two calendar years after the year in which the Application is made must be included with the application.

(ii) For Developments qualifying under Tex. Gov't Code §2306.6702(a)(5)(B), only a portion of the subsidy must be retained for the proposed Development, but no less than 25 percent of the proposed Units must be public housing units supported by public housing operating subsidy. (§2306.6714(a-1). If less than 100 percent of the public housing benefits are transferred to the proposed Development, an explanation of the disposition of the remaining public housing benefits must be included in the Application, as well as a copy of the HUD-approved plan for demolition and disposition.

(F) Nearing expiration on a requirement to maintain affordability includes Developments eligible to request a Qualified Contract under Code, §42. Evidence must be provided in the form of a copy of the recorded LURA, the first year's IRS Forms 8609 for all buildings showing Part II of the form completed and, if applicable, documentation from the original application regarding the Right of First Refusal. The Application must also include evidence that any applicable Right of First Refusal procedures have been completed prior to the pre-application Final Delivery Date.

(G) An amendment to any aspect of the existing tax credit property sought to enable the Development to qualify as an At-Risk Development, that is submitted to the Department after the Application has been filed and is under review will not be accepted.

§11.6. Competitive HTC Allocation Process. This section identifies the general allocation process and the methodology by which awards are made.

(1) Regional Allocation Formula. The Department shall initially make available in each Rural Area and Urban Area of each Uniform State Service Region ("subregion") Housing Tax Credits in an amount not less than \$600,000 in each Rural and Urban subregion, consistent with the Regional Allocation Formula developed in compliance with Tex. Gov't Code §2306.1115. As authorized by Tex. Gov't Code §2306.111(d-3), the Department will reserve \$600,000 in housing tax credits for Applications in rural areas in each uniform state service region. The process of awarding the funds made available within each subregion shall follow the process described in this section. Where a particular situation that is not contemplated and addressed explicitly by the process described herein, Department staff shall formulate a recommendation for the Board's consideration based on the objectives of the regional allocation formula together with other policies and purposes set out in Tex. Gov't Code, Chapter 2306 and the Department shall provide the public the opportunity to comment on and propose alternatives to such a recommendation. In general, such a recommendation shall not involve broad reductions in the funding request amounts solely to accommodate regional allocation and shall not involve rearranging the priority of Applications within a particular subregion or set-aside except as described herein. If the Department determines that an allocation recommendation would cause a violation of the \$3 million credit limit per Applicant, the Department will make its recommendation based on the criteria described in §11.4(a) of this chapter. Where sufficient credit becomes available to award an Application on the waiting list late in the calendar year, staff may allow flexibility in meeting the Carryover Allocation submission deadline and/or changes to the Application as necessary to ensure to the fullest extent feasible that available resources are allocated by December 31. The Department will, for each such Urban subregion, calculate the

maximum percentage in accordance with Tex. Gov't Code §2306.6711(h) and will publish on its website on or before December 1, 2018, such initial estimates of Regional Allocation Formula percentages including the Elderly Development maximum percentage and limits of credits available, and the calculations periodically, if those calculations change, until the credits are fully allocated.

(2) Credits Returned and National Pool Allocated After January 1. For any credits returned after January 1 and eligible for reallocation (not including credit returned and reallocated under *force majeure* provisions), the Department shall first return the credits to the subregion or set-aside from which the original allocation was made. The credits will be treated in a manner consistent with the allocation process described in this section and may ultimately flow from the subregion and be awarded in the collapse process to an Application in another region, subregion or set-aside. For any credit received from the "national pool" after the initial approval of awards in late July, the credits will be added to any remaining credits and awarded to the next Application on the waiting list for the state collapse, if sufficient credits are available to meet the requirements of the Application as may be amended after underwriting review.

(3) Award Recommendation Methodology. (§2306.6710(a) - (f); §2306.111) The Department will assign, as described herein, Developments for review by the program and underwriting divisions. In general, Applications will be prioritized for assignment, with highest priority given to those identified as most competitive based upon the Applicant self-score and an initial program review. The procedure identified in subparagraphs (A) - (F) of this paragraph will also be used in making recommendations to the Board.

(A) USDA Set-Aside Application Selection (Step 1). The first level of priority review will be those Applications with the highest scores in the USDA Set-Aside until the minimum requirements stated in §11.5(2) of this chapter (relating to Competitive HTC Set-Asides. (§2306.111(d)) are attained. The minimum requirement may be exceeded in order to award the full credit request or underwritten amount of the last Application selected to meet the USDA Set-Aside requirement;

(B) At-Risk Set-Aside Application Selection (Step 2). The second level of priority review will be those Applications with the highest scores in the At-Risk Set-Aside statewide until the minimum requirements stated in §11.5(3) of this chapter are attained. This may require the minimum requirement to be exceeded to award the full credit request or underwritten amount of the last Application selected to meet the At-Risk Set-Aside requirement. This step may leave less than originally anticipated in the 26 subregions to award under the remaining steps;

(C) Initial Application Selection in Each Subregion (Step 3). The highest scoring Applications within each of the 26 subregions will then be selected provided there are sufficient funds within the subregion to fully award the Application. Applications electing the At-Risk or USDA Set-Asides will not be eligible to receive an award from funds made generally available within each of the subregions. The Department will, for each such Urban subregion, calculate the maximum percentage in accordance with Tex. Gov't Code §2306.6711(h) and will publish such percentages on its website.

(i) In Uniform State Service Regions containing a county with a population that exceeds one 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 subregion. (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.

(D) Rural Collapse (Step 4). If there are any tax credits set-aside for Developments in a Rural Area in a specific Uniform State Service Region ("Rural subregion") that remain after award under subparagraph (C) of this paragraph, those tax credits shall be combined into one "pool" and then be made available in any other Rural Area in the state to the Application in the most underserved Rural subregion as compared to the subregion's allocation. This rural redistribution will continue until all of the tax credits in the "pool" are allocated to Rural Applications and at least 20 percent of the funds available to the State are allocated to Applications in Rural Areas. (§2306.111(d)(3)) In the event that more than one subregion is underserved by the same percentage, the priorities described in clauses (i) - (ii) of this subparagraph will be used to select the next most underserved subregion:

- (i) the subregion with no recommended At-Risk Applications from the same Application Round; and
- (ii) the subregion that was the most underserved during the Application Round during the year immediately preceding the current Application Round.

(E) Statewide Collapse (Step 5). Any credits remaining after the Rural Collapse, including those in any subregion in the State, will be combined into one "pool." The funds will be used to award the highest scoring Application (not selected or eliminated in a prior step) in the most underserved subregion in the State compared to the amount originally made available in each subregion. In Uniform State Service Regions containing a county with a population that exceeds one million, the Board may not allocate more than the maximum percentage of credits available as calculated through the RAF for Elderly Developments within an urban subregion of that service region. Therefore, certain Applications for Elderly Developments may be excluded from the collapse. The Department will, for each such Urban subregion, calculate the maximum percentage in accordance with Tex. Gov't Code §2306.6711(h) and will publish such percentages on its website. This process will continue until the funds remaining are insufficient to award the next highest scoring Application that is not rendered ineligible through application of the elderly cap in the next most underserved subregion. At least seven calendar days prior to the July Board meeting of the Department at which final awards of credits are authorized, the Department will post on its website the most current 2019 State of Texas Competitive Housing Tax Credit Ceiling Accounting Summary which includes the Regional Allocation Formula percentages including the maximum funding request/award limits, the Elderly Development maximum percentages and limits of credits available, and the methodology used for the determination of the award determinations within the State Collapse. In the event that more than one subregion is underserved by the same degree, the priorities described in clauses (i) and (ii) of this subparagraph will be used to select the next most underserved subregion:

- (i) the subregion with no recommended At-Risk Applications from the same Application Round; and
- (ii) the subregion that was the most underserved during the Application Round during the year immediately preceding the current Application Round.

(F) Contingent Qualified Nonprofit Set-aside Step (Step 6). If an insufficient number of Applications participating in the Nonprofit Set-Aside are selected after implementing the criteria described in subparagraphs (A) - (E) of this paragraph to meet the requirements of the 10 percent Nonprofit Set-Aside, action must be taken to modify the criteria described in subparagraphs (A) - (E) of this paragraph to ensure the Set-aside requirements are met.

Therefore, the criteria described in subparagraphs (C) - (E) of this paragraph will be repeated after selection of the highest scoring Application(s) under the Nonprofit Set-aside statewide are selected to meet the minimum requirements of the Nonprofit Set-Aside. This step may cause some lower scoring Applications in a subregion to be selected instead of a higher scoring Application not participating in the Nonprofit Set-aside.

(4) Waiting List. The Applications that do not receive an award by July 31 and remain active and eligible will be recommended for placement on the waiting list. The waiting list is not static. The allocation process will be used in determining the next Application to award. For example, if credits are returned, those credits will first be made available in the set-aside or subregion from which they were originally awarded. This means that the first Application on the waiting list is in part contingent on the nature of the credits that became available for award. The Department shall hold all credit available after the late-July awards until September 30 in order to collect credit that may become available when tax credit Commitments are submitted. Credit confirmed to be available, as of September 30, may be awarded to Applications on the waiting list unless insufficient credits are available to fund the next Application on the waiting list. For credit returned after September 30, awards from the waiting list will be made when the remaining balance is sufficient to award the next Application as may be amended on the waiting list based on the date(s) of returned credit. Notwithstanding the foregoing, if decisions related to any returns or rescissions of tax credits are under appeal or are otherwise contested, the Department may delay awards until resolution of such issues. The Department will evaluate all waiting list awards for compliance with requested Set-asides. This may cause some lower scoring Applications to be selected instead of a higher scoring Application. (§2306.6710(a) - (f); §2306.111)

(5) Credit Returns Resulting from Force Majeure Events. In the event that the Department receives a return of Competitive HTCs during the current program year from an Application that received a Competitive Housing Tax Credit award during any of the preceding three years, such returned credit will, if the Board determines that all of the requirements of this paragraph are met to its satisfaction, be allocated separately from the current year's tax credit allocation, and not be subject to the requirements of paragraph (2) of this section. The Board determination must indicate the year of the Multifamily Rules to be applied to the Development. Requests to allocate returned credit separately where all of the requirements of this paragraph have not been met or requests for waivers of any part of this paragraph will not be considered. For purposes of this paragraph, credits returned after September 30 of the preceding program year may be considered to have been returned on January 1 of the current year in accordance with the treatment described in §(b)(2)(C)(iii) of Treasury Regulation 1.42-14. The Department's Governing Board may approve the execution of a current program year Carryover Agreement regarding the returned credits with the Development Owner that returned such credits only if:

(A) The credits were returned as a result of "*Force Majeure*" events that occurred before issuance of Forms 8609. Force Majeure events are the following sudden and unforeseen circumstances outside the control of the Development Owner: acts of God such as fire, tornado, flooding, significant and unusual rainfall or subfreezing temperatures, or loss of access to necessary water or utilities as a direct result of significant weather events; explosion; vandalism; orders or acts of military authority; unrelated party litigation; changes in law, rules, or regulations; national emergency or insurrection; riot; acts of terrorism; supplier failures; or materials or labor shortages. If a *Force Majeure* event is also a presidentially declared disaster, the Department may treat the matter under the applicable federal provisions. *Force Majeure* events must make construction activity impossible or materially impede its progress;

(B) Acts or events caused by the negligent or willful act or omission of the Development Owner, Affiliate or a Related Party shall under no circumstance be considered to be caused by *Force Majeure*;

(C) A Development Owner claiming *Force Majeure* must provide evidence of the type of event, as described in subparagraph (A) of this paragraph, when the event occurred, and that the loss was a direct result of the event;

(D) The Development Owner must prove that reasonable steps were taken to minimize or mitigate any delay or damages, that the Development Owner substantially fulfilled all obligations not impeded by the event, including timely closing of all financing and start of construction, that the Development and Development Owner was properly insured and that the Department was timely notified of the likelihood or actual occurrence of an event described in subparagraph (A) of this paragraph;

(E) The event prevents the Development Owner from meeting the placement in service requirements of the original allocation;

(F) The requested current year Carryover Agreement allocates the same amount of credit as that which was returned; and

(G) The Department's Real Estate Analysis Division determines that the Development continues to be financially viable in accordance with the Department's underwriting rules after taking into account any insurance proceeds related to the event.

§11.7. Tie Breaker Factors.

In the event there are Competitive HTC Applications that receive the same number of points in any given set-aside category, rural regional allocation or urban regional allocation, or rural or statewide collapse, the Department will utilize the factors in this section, in the order they are presented, to determine which Development will receive preference in consideration for an award. For the purposes of this section, all measurements will include ingress/egress requirements and any easements regardless of how they will be held. The tie breaker factors are not intended to specifically address a tie between equally underserved subregions in the rural or statewide collapse.

(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). The poverty rate for each census tract will come from the most recent American Community Survey data. If a tie still persists, 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"), as determined by the U.S. Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy ("CHAS") dataset and as reflected in the Department's current Site Demographic Characteristics Report.

(2) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development ~~(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)~~ that serves the same Target Population and that was awarded less than 15 years ago according to the Department's property inventory tab of the Site Demographic Characteristics Report. Developments awarded Housing Tax Credits but do not yet have a Land Use Restriction Agreement in place will be considered Housing Tax Credit assisted Developments for purposes of this paragraph according to the property inventory included in the HTC Site Demographic Characteristics

Report. The linear measurement will be performed from closest boundary to closest boundary.

§11.8. Pre-Application Requirements (Competitive HTC Only).

(a) General Submission Requirements. The pre-application process allows Applicants interested in pursuing an Application to assess potential competition across the thirteen (13) state service regions, subregions and set-asides. Based on an understanding of the potential competition they can make a more informed decision about whether they wish to proceed to prepare and submit an Application. A complete pre-application is a pre-application that meets all of the Department's criteria, as outlined in subsections (a) and (b) of this section,

(1) The pre-application must be submitted using the URL provided by the Department, as outlined in the Multifamily Programs Procedures Manual, along with the required pre-application fee as described in §11.901 of this chapter (relating to Fee Schedule), not later than the pre-application Final Delivery Date as identified in §11.2(a) of this chapter (relating to Program Calendar for Competitive Housing Tax Credits). If the pre-application and corresponding fee is not submitted on or before this deadline the Applicant will be deemed to have not made a pre-application.

(2) Only one pre-application may be submitted by an Applicant for each Development Site and for each Site Control document.

(3) Department review at this stage is limited, and not all issues of eligibility and threshold are reviewed or addressed at pre-application. Acceptance by staff of a pre-application does not ensure that an Applicant satisfies all Application eligibility, threshold or documentation requirements. While the pre-application is more limited in scope than the Application, pre-applications are subject to the same limitations, restrictions, or causes for disqualification or termination as Applications, and pre-applications will thus be subject to the same consequences for violation, including but not limited to loss of points and termination of the pre-application.

(4) The pre-application becomes part of the full Application if the full Application claims pre-application points.

(5) Regardless of whether a Full Application is submitted, a pre-application may not be withdrawn after the Full Application Delivery Date described in 10 TAC §11.2(a) related to Program Calendar for Competitive Housing Tax Credits.

(b) Pre-Application Threshold Criteria. Pursuant to Tex Gov't Code §2306.6704(c) pre-applications will be terminated unless they meet the threshold criteria described in subsection (a) of this section and paragraphs (1) and (2) of this subsection:

(1) Submission of the Competitive HTC pre-application in the form prescribed by the Department which identifies at a minimum:

(A) Site Control meeting the requirements of §11.204(10) of this title (relating to Required Documentation for Application Submission). For purposes of meeting this specific requirement related to pre-application threshold criteria, proof of consideration and any documentation required for identity of interest transactions is not required at the time of pre-application submission but will be required at the time of full application submission;

(B) Funding request;

(C) Target Population;

(D) Requested set-asides (At-Risk, USDA, Nonprofit, and/or Rural);

- (E) Total Number of Units proposed;
- (F) Census tract number in which the Development Site is located, and a map of that census tract with an outline of the proposed Development Site;
- (G) Expected score for each of the scoring items identified in the pre-application materials;
- (H) Proposed name of ownership entity; and
- (I) Disclosure of the following Neighborhood Risk Factors under §11.101(a)(3):

- (i) The Development Site is located in a census tract (or for any adjacent census tract with a boundary less than 500 feet from the proposed Development Site that is not separated from the Development Site by a natural barrier such as a river or lake, or an intervening restricted area, such as a military installation) in an Urban Area and the rate of Part I violent crime is greater than 18 per 1,000 persons (annually) as reported on neighborhoodscout.com.

- (ii) The Development Site is located within the attendance zones of an elementary school, a middle school, or a high school that does not have a Met Standard rating by the Texas Education Agency.

(2) Evidence in the form of a certification provided in the pre-application, that all of the notifications required under this paragraph have been made and that a reasonable search for applicable entities has been conducted. (§2306.6704)

(A) The Applicant must list in the pre-application all Neighborhood Organizations on record with the county or state whose boundaries include the entire proposed Development Site as of the beginning of the Application Acceptance Period.

(B) Notification Recipients. No later than the date the pre-application is submitted, notification must be sent to all of the persons or entities prescribed in clauses (i) – (viii) of this subparagraph. Developments located in an ETJ of a municipality are required to notify both municipal and county officials. The notifications may be sent by e-mail, fax or mail with registered return receipt or similar tracking mechanism in the format included in the Public Notification Template provided in the Uniform 2019 Multifamily Application Template or in an alternative format that meets the applicable requirements and achieves the intended purpose. The Applicant is required to retain proof of delivery in the event the Department requests proof of notification. Acceptable evidence of such delivery is demonstrated by signed receipt for mail or courier delivery and confirmation of delivery for fax and e-mail. Officials to be notified are those officials in office at the time the pre-application is submitted. Between the time of pre-application (if made) and full Application, such officials may change and the boundaries of their jurisdictions may change. If there is a change between pre-application and the Full Application Delivery Date, additional notifications must be made at full Application to any person or entity that has not been previously notified by the Applicant. Meetings and discussions do not constitute notification. Only a timely and compliant written notification to the correct person constitutes notification.

- (i) Neighborhood Organizations on record with the state or county as of the beginning of the Application Acceptance Period whose boundaries include the entire proposed Development Site;

- (ii) Superintendent of the school district in which the Development Site is located;

- (iii) Presiding officer of the board of trustees of the school district in which the Development Site is located;
- (iv) Mayor of the municipality (if the Development Site is within a municipality or its extraterritorial jurisdiction);
- (v) All elected members of the Governing Body of the municipality (if the Development Site is within a municipality or its extraterritorial jurisdiction);
- (vi) Presiding officer of the Governing Body of the county in which the Development Site is located;
- (vii) All elected members of the Governing Body of the county in which the Development Site is located; and
- (viii) State Senator and State Representative of the districts whose boundaries include the proposed Development Site;

(C) Contents of Notification.

(i) The notification must include, at a minimum, all of the information described in subclauses (I) – (VII) of this clause.

(I) the Applicant's name, address, an individual contact name and phone number;

(II) the Development name, address, city, and county;

(III) a statement informing the entity or individual being notified that the Applicant is submitting a request for Housing Tax Credits with the Texas Department of Housing and Community Affairs;

(IV) whether the Development proposes New Construction, Reconstruction, Adaptive Reuse, or Rehabilitation;

(V) the physical type of Development being proposed (*e.g.* single family homes, duplex, apartments, high-rise, etc.); ~~and~~

(VI) the approximate total number of Units and approximate total number of Low-Income Units; ~~and~~

(VII) the residential density of the Development, i.e., the number of Units per acre.

(ii) The notification may not contain any false or misleading statements. Without limiting the generality of the foregoing, the notification may not create the impression that the proposed Development will serve a Target Population exclusively or as a preference unless such targeting or preference is documented in the Application and is in full compliance with all applicable state and federal laws, including state and federal fair housing laws; and

(iii) Notifications or any other communications may not contain any statement that violates Department rules, statute, code, or federal requirements.

(c) Pre-Application Results. Only pre-applications which have satisfied all of the pre-application requirements, including those in §11.9(e)(3) of this chapter, will be eligible for pre-application points. The order and scores of those Developments released on the pre-application Submission Log do not represent a Commitment on the part of the Department or the Board to allocate tax credits to any Development and the Department bears no liability for decisions made by Applicants based on the results of the pre-application Submission Log. Inclusion of a pre-application on the pre-application Submission Log does not ensure that an Applicant will receive points for a pre-application.

§11.9.Competitive HTC Selection Criteria.

(a) General Information. This section identifies the scoring criteria used in evaluating and ranking Applications. The criteria identified in subsections (b) - (e) of this section include those items required under Tex. Gov't Code, Chapter 2306, Code §42 , and other criteria established in a manner consistent with Chapter 2306 and Code §42. There is no rounding of numbers in this section for any of the calculations in order to achieve the desired requirement or limitation, unless rounding is explicitly stated as allowed for that particular calculation or criteria. The Application must include one or more maps indicating the location of the Development Site and the related distance to the applicable facility. Distances are to be measured from the nearest boundary of the Development Site to the nearest boundary of the property or easement containing the facility, unless otherwise noted. For the purposes of this section, all measurements will include ingress/egress requirements and any easements regardless of how they will be held. 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.

(b) Criteria promoting development of high quality housing.

(1) Size and Quality of the Units. (§2306.6710(b)(1)(D); §42(m)(1)(C)(iii)) An Application may qualify for up to fifteen (15) points under subparagraphs (A) and (B) of this paragraph.

(A) Unit Sizes (6 points). The Development must meet the minimum requirements identified in this subparagraph to qualify for points. Points for this item will be automatically granted for Applications involving Rehabilitation (excluding Reconstruction), for Developments receiving funding from USDA, or for Supportive Housing Developments without meeting these square footage minimums only if requested in the Self Scoring Form.

- (i) five-hundred fifty (550) square feet for an Efficiency Unit;
- (ii) six-hundred fifty (650) square feet for a one Bedroom Unit;
- (iii) eight-hundred fifty (850) square feet for a two Bedroom Unit;
- (iv) one-thousand fifty (1,050) square feet for a three Bedroom Unit; and
- (v) one-thousand two-hundred fifty (1,250) square feet for a four Bedroom Unit.

(B) Unit and Development Features (9 points). Applicants that elect in an Application to provide specific amenity and quality features in every Unit at no extra charge to the tenant will be awarded points based on the point structure provided in §11.101(b)(6)(B) of this title and as certified to in the Application. The amenities will be required to be identified in the LURA. Rehabilitation Developments will start with a base score of five (5) points and Supportive Housing Developments will start with a base score of five (5) points.

(2) Sponsor Characteristics. (§42(m)(1)(C)(iv)) An Application may qualify to receive either one (1) or two (2) points if it meets one of the following conditions. Any Application that includes a HUB must include a narrative description of the HUB's experience directly related to the housing industry.

(A) The ownership structure contains either a HUB certified by the Texas Comptroller of Public Accounts by the Full Application Delivery Date or it contains a Qualified Nonprofit Organization, provided the Application is under the Nonprofit Set-Aside. The HUB or Qualified Nonprofit Organization must have some combination of ownership

interest in the General Partner of the Applicant, Cash Flow from operations, and Developer Fee which taken together equal at least 50 percent and no less than 5 percent for any category. For example, a HUB or Qualified Nonprofit Organization may have 20 percent ownership interest, 25 percent of the Developer Fee, and 5 percent of Cash Flow from operations. For HUD 202 Rehabilitation projects which prohibit for-profit ownership, ownership will not be required for a HUB, only for Cash Flow and/or Developer Fee; the total ownership percentage must still equal 50%, even if it is only attributable to one of the two categories. The HUB or Qualified Nonprofit Organization must also materially participate in the Development and operation of the Development throughout the Compliance Period and must have experience directly related to the housing industry, which may include experience with property management, construction, development, financing, or compliance. Material participation means that the HUB or Qualified Nonprofit is regularly, continuously, and substantially involved in providing services integral to the Development Team; providing services as an independent contractor is not sufficient. A Principal of the HUB or Qualified Nonprofit Organization cannot be a Related Party to any other Principal of the Applicant or Developer (excluding another Principal of said HUB or Qualified Nonprofit Organization). (2 points)

(B) The HUB or Nonprofit Organization must be involved with the Development Services or in the provision of on-site tenant services during the Development's Affordability Period. Selecting this item because of the involvement of a Nonprofit Organization does not make an Application eligible for the Nonprofit Set-Aside. (1 point)

(c) Criteria to serve and support Texans most in need.

(1) Income Levels of Tenants. (§§2306.111(g)(3)(B) and (E); 2306.6710(b)(1)(C) and (e); and §42(m)(1)(B)(ii)(I)) An Application may qualify for up to sixteen (16) points for rent and income restricting a Development for the entire Affordability Period at the levels identified in subparagraph (A), (B), (C), or (D) of this paragraph.

(A) For any Development located within a non-Rural Area of the Dallas, Fort Worth, Houston, San Antonio, or Austin MSAs that propose to use either the 20-50 or 40-60 election under §42(g)(1)(A) or §42(g)(1)(B) of the Code, respectively:

- (i) At least 40 percent of all Low-Income Units at 50 percent or less of AMGI (16 points);
- (ii) At least 30 percent of all Low-Income Units at 50 percent or less of AMGI (14 points); or
- (iii) At least 20 percent of all Low-Income Units at 50 percent or less of AMGI (12 points).

(B) For Developments proposed to be located in areas other than those listed in subparagraph (A) of this paragraph and that propose to use either the 20-50 or 40-60 election under §42(g)(1)(A) or §42(g)(1)(B) of the Code, respectively:

- (i) At least 20 percent of all Low-Income Units at 50 percent or less of AMGI (16 points);
- (ii) At least 15 percent of all Low-Income Units at 50 percent or less of AMGI (14 points); or
- (iii) At least 10 percent of all Low-Income Units at 50 percent or less of AMGI (12 points).

(C) For any Development located within a non-Rural Area of the Dallas, Fort Worth,

Houston, San Antonio, or Austin MSAs that propose to use the Average Income election under §42(g)(1)(C) of the Code:

- (i) The Average Income for the proposed Development will be 54% or lower (16 points);
- (ii) The Average Income for the proposed Development will be 55% or lower (14 points); or
- (iii) The average income for the proposed Development will be 56% or lower (12 points).

(D) For Developments proposed to be located in the areas other than those listed in subparagraph (C) of this paragraph and that propose to use the Average Income election under §42(g)(1)(C) of the Code:

- (i) The Average Income for the proposed Development will be 55% or lower (16 points);
- (ii) The Average Income for the proposed Development will be 56% or lower (14 points); or
- (iii) The Average Income for the proposed Development will be 57% or lower (12 points).

(2) Rent Levels of Tenants. (§2306.6710(b)(1)(E)) An Application may qualify to receive up to thirteen (13) points for rent and income restricting a Development for the entire Affordability Period. These levels are in addition to those committed under paragraph (1) of this subsection.

(A) At least 20 percent of all Low-Income Units at 30 percent or less of AMGI for Supportive Housing Developments proposed by a Qualified Nonprofit (13 points);

(B) At least 10 percent of all Low-Income Units at 30 percent or less of AMGI or, for a Development located in a Rural Area, 7.5 percent of all Low-Income Units at 30 percent or less of AMGI (11 points); or

(C) At least 5 percent of all Low-Income Units at 30 percent or less of AMGI (7 points).

(3) Resident Services. (§2306.6710(b)(1)(G) and §2306.6725(a)(1)) A Supportive Housing Development proposed by a Qualified Nonprofit may qualify to receive up to eleven (11) points and all other Developments may receive up to ten (10) points.

(A) By electing points, the Applicant certifies that the Development will provide a combination of supportive services, which are listed in §11.101(b)(7) of this chapter, appropriate for the proposed residents and that there is adequate space for the intended services. The provision and complete list of supportive services will be included in the LURA. The Owner may change, from time to time, the services offered; however, the overall points as selected at Application will remain the same. No fees may be charged to the residents for any of the services. Services must be provided on-site or transportation to those off-site services identified on the list must be provided. The same service may not be used for more than one scoring item. (10 points for Supportive Housing, 9 points for all other Development)

(B) The Applicant certifies that the Development will contact local nonprofit and governmental providers of services that would support the health and well-being of the Department's residents, and will make Development community space available to them on a regularly-scheduled basis to provide outreach services and education to the tenants.

Applicants may contact service providers on the Department list, or contact other providers that serve the general area in which the Development is located. (1 point)

(4) Opportunity Index. The Department may refer to locations qualifying for points under this scoring item as high opportunity areas in some materials. A Development is eligible for a maximum of seven (7) opportunity index points.

(A) A proposed Development is eligible for up to two (2) opportunity index points if it is located entirely within a census tract with a poverty rate of less than the greater of 20% or the median poverty rate for the region and meets the requirements in (i) or (ii) below.

(i) The Development Site is located entirely within a census tract that has a poverty rate of less than the greater of 20% or the median poverty rate for the region and a median household income rate in the two highest quartiles within the uniform service region. (2 points)

(ii) The Development Site is located entirely within a census tract that has a poverty rate of less than the greater of 20% or the median poverty rate for the region, with 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. For purposes of this scoring item, a highway is a limited-access road with a speed limit of 50 miles per hour or more; and, (1 point)

(B) An Application that meets the foregoing criteria may qualify for additional points for any one or more of the following factors. Each amenity may be used only once for scoring purposes, unless allowed within the scoring item, regardless of the number of categories it fits. All members of the Applicant or Affiliates cannot have had an ownership position in the amenity or served on the board or staff of a nonprofit that owned or managed that amenity within the year preceding the Pre-Application Final Delivery Date. All amenities must be operational or have started Site Work at the Pre-Application Final Delivery Date. Any age restrictions associated with an amenity must positively correspond to the Target Population of the proposed Development.

(i) For Developments located in an Urban Area (other than Applicants competing in the USDA Set-Aside), an Application may qualify to receive points through a combination of requirements in subclauses (I) through (XIV) of this clause.

(I) The Development Site is located on a route, with sidewalks for pedestrians, that is 1/2 mile or less from the entrance to a public park with a playground or from a multiuse hike-bike trail. The entirety of the sidewalk route must consist of smooth hard surfaces, curb ramps, and marked pedestrian crossings when traversing a street. (1 point)

(II) The Development Site is located on a route, with sidewalks for pedestrians, that is within a specified distance from the entrance of a public transportation stop or station with a route schedule that provides regular service to employment and basic services. The entirety of the sidewalk route must consist of smooth hard surfaces, curb ramps, and marked pedestrian crossings when traversing a street. Only one of the following may be selected.

(-a-) The Development Site is 1/2 mile or less from the stop or station and the scheduled service is beyond 8 a.m. to 5 p.m., plus weekend service (both Saturday and Sunday). (1 point); or

(-b-) The Development Site is 1/2 mile or less from the stop or station and the scheduled service arrives every 15 minutes, on average, between 6 a.m. and 8 p.m., every day of the week. (2 points)

(III) The Development Site is located within 1 mile of a full-service grocery store. A full service grocery store is a store of sufficient size and volume to provide for the needs of the surrounding neighborhood including the proposed Development; and the space of the store is dedicated primarily to offering a wide variety of fresh, frozen, canned and prepared foods, including but not limited to a variety of fresh meats, poultry, and seafood; a wide selection of fresh produce including a selection of different fruits and vegetables; a selection of baked goods and a wide array of dairy products including cheeses, and a wide variety of household goods, paper goods and toiletry items. (1 point)

(IV) The Development Site is located within 1 mile of a pharmacy. For the purposes of this menu item only, the pharmacy may be claimed if it is within the same building as a grocery store. (1 point)

(V) The Development Site is located within 3 miles of a health-related facility, such as a full service hospital, community health center, minor emergency center, emergency room or urgent care facility. Physician offices and physician specialty offices are not considered in this category. (1 point)

(VI) The Development Site is within 2 miles of a center that is licensed by the Department of Family and Protective Services (“DFPS”) specifically to provide a school-age program or to provide a child care program for infants, toddlers, and/or pre-kindergarten. The Application must include evidence from DFPS that the center meets the above requirements. (1 point)

(VII) The Development Site is located in a census tract with a property crime rate of 26 per 1,000 persons or less as defined by neighborhoodscout.com, or local law enforcement data sources. If employing the latter source, the formula for determining the crime rate will include only data relevant to the census tract in which the Development Site is located. (1 point)

(VIII) The development Site is located within 1 mile of a public library that has indoor meeting space, physical books that can be checked out and that are of a general and wide-ranging subject matter, computers and internet access, and that is open 50 hours or more per week. The library must not be age or subject-restricted and must be at least partially funded with government funding. (1 point)

(IX) The Development Site is located within 5 miles of an accredited university or community college, as confirmed by the Texas Higher Education Coordination Board (“THECB”). To be considered a university for these purposes, the provider of higher education must have the authority to confer bachelor’s degrees. Two-year colleges are considered community colleges, and to be considered for these purposes must confer at least associate’s degrees. The university or community college must have a physical campus, where classes are regularly held for students pursuing their degrees, within the required distance; online-only institutions do not qualify under this item. (1 point)

(X) Development Site is located in a census tract where the percentage of adults age 25 and older with an Associate's Degree or higher is 27% or higher as tabulated by the most recent American Community Survey 5-year Estimate. (1 point)

(XI) Development Site is within 1 mile of an indoor recreation facility available to the public. Examples include a gym, health club, a bowling alley, a theater, or a municipal or county community center. (1 point)

(XII) Development Site is within 1 mile of an outdoor, dedicated, and permanent recreation facility available to the public. Examples include swimming pools or splash pads, tennis courts, golf courses, softball fields, or basketball courts. (1 point)

(XIII) Development Site is within 1 mile of community, civic or service organizations that provide regular and recurring substantive services, beyond exclusively congregational or member-affiliated activities, available to the entire community (this could include religious organizations or organizations like the Kiwanis or Rotary Club as long as they make services available without regard to affiliation or membership). (1 point)

(XIV) Development Site is in the current service area of Meals on Wheels or similar nonprofit service that provides regular visits and meals to individuals in their homes. (1 point)

(ii) For Developments located in a Rural Area and any Application qualifying under the USDA set-aside, an Application may qualify to receive points through a combination of requirements in subclauses (I) through (XIII) of this clause.

(I) The Development Site is located within 4 miles of a full-service grocery store. A full service grocery store is a store of sufficient size and volume to provide for the needs of the surrounding neighborhood including the proposed Development; and the space of the store is dedicated primarily to offering a wide variety of fresh, frozen, canned and prepared foods, including but not limited to a variety of fresh meats, poultry, and seafood; a wide selection of fresh produce including a selection of different fruits and vegetables; a selection of baked goods and a wide array of dairy products including cheeses, and a wide variety of household goods, paper goods and toiletry items. (1 point)

(II) The Development Site is located within 4 miles of a pharmacy. For the purposes of this menu item only, the pharmacy may be claimed if it is within the same building as a grocery store. (1 point)

(III) The Development Site is located within 4 miles of health-related facility, such as a full service hospital, community health center, minor emergency center, or a doctor with a general practice that takes walk-in patients. Physician specialty offices are not considered in this category. (1 point)

(IV) The Development Site is located within 4 miles of a center that is licensed by the Department of Family and Protective Services (“DFPS”) specifically to provide a school-age program or to provide a child care program for infants, toddlers, and/or pre-kindergarten. The Application must include evidence from DFPS that the center meets the above requirements. (1 point)

(V) The Development Site is located in a census tract with a property crime rate 26 per 1,000 or less, as defined by neighborhoodscout.com, or local law enforcement data sources. If employing the latter source, the formula for determining the crime rate will include only data relevant to the census tract in which the Development Site is located. (1 point)

(VI) The Development Site is located within 4 miles of a public library that has indoor meeting space, physical books that can be checked out and that are of a

general and wide-ranging subject matter, computers and internet access, and that is open 40 hours or more per week. The library must not be age or subject-restricted and must be at least partially funded with government funding. (1 point)

(VII) The Development Site is located within 4 miles of a public park with a playground. (1 point)

(VIII) The Development Site is located within 15 miles of an accredited university or community college, as confirmed by the Texas Higher Education Coordination Board (“THECB”). To be considered a university for these purposes, the provider of higher education must have the authority to confer bachelor’s degrees. Two-year colleges are considered community colleges, and to be considered for these purposes must confer at least associate’s degrees. The university or community college must have a physical campus, where classes are regularly held for students pursuing their degrees, within the required distance; online-only institutions do not qualify under this item. (1 point)

(IX) Development Site is located in a census tract where the percentage of adults age 25 and older with an Associate's Degree or higher is 27% or higher. (1 point)

(X) Development Site is within 3 miles of an indoor recreation facility available to the public. Examples include a gym, health club, a bowling alley, a theater, or a municipal or county community center. (1 point)

(XI) Development Site is within 3 miles of an outdoor, dedicated, and permanent recreation facility available to the public. Examples include swimming pools or splash pads, tennis courts, golf courses, softball fields, or basketball courts. (1 point)

(XII) Development Site is within 3 miles of community, civic or service organizations that provide regular and recurring substantive services, beyond exclusively congregational or member-affiliated activities, available to the entire community (this could include religious organizations or organizations like the Kiwanis or Rotary Club as long as they make services available without regard to affiliation or membership). (1 point)

(XIII) Development Site is in the current service area of Meals on Wheels or similar nonprofit service that provides regular visits and meals to individuals in their homes. (1 point)

(5) Underserved Area. (§§2306.6725(b)(2); 2306.127(3), 42(m)(1)(C)(ii)) An Application may qualify to receive up to five (5) points if the Development Site is located in one of the areas described in subparagraphs (A) - (G) of this paragraph, and the Application contains evidence substantiating qualification for the points. Points are not cumulative and an Applicant is therefore limited to selecting one subparagraph. If an Application qualifies for points under paragraph §11.9(c)(4) of this subsection, then the Application is not eligible for points under subparagraphs (A), (B), and (F) of this paragraph. The Application must include evidence that the Development Site meets the requirements.

(A) The Development Site is located wholly or partially within the boundaries of a colonia as such boundaries are determined by the Office of the Attorney General and within 150 miles of the Rio Grande River border. For purposes of this scoring item, the colonia must lack water, wastewater, or electricity provided to all residents of the colonia at a level commensurate with the quality and quantity expected of a municipality and the proposed Development must make available any such missing water, wastewater, and electricity supply infrastructure physically within the borders of the colonia in a manner that would

enable the current dwellings within the colonia to connect to such infrastructure (2 points);

(B) The Development Site is located entirely within the boundaries of an Economically Distressed Area (1 point);

(C) The Development Site is located 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; (3 points);

(D) For areas not scoring points for (C) above, the Development Site is located 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);

(E) The Development Site is located entirely within a census tract whose boundaries are wholly within an incorporated area and the census tract itself and all of its contiguous census tracts do 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. This item will apply in Places with a population of 100,000 or more, and will not apply in the At-Risk Set-Aside (5 points).

(F) The Development Site is located 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).

(G) 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).

(6) Tenant Populations with Special Housing Needs. (§42(m)(1)(C)(v)) An Application may qualify to receive two (2) points by serving Tenants with Special Housing Needs. Points will be awarded as described in subparagraphs ((B) through (D) of this paragraph. Subparagraphs (B) and (C) pertain to the requirements of the Section 811 Project Rental Assistance Program ("Section 811 PRA Program") (10 TAC Chapter 8).

(A) If selecting points under this scoring item, Applicants must first attempt to meet the requirements in subparagraph (B). If the Applicant is not able to meet the requirements in subparagraph (B), then the Applicant must attempt to meet the requirements in subparagraph (C), unless the Applicant can establish its lack of legal authority to commit Section 811 PRA Program Units in a Development. 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) of this chapter, the Application must include the information as described in clauses (i) – (iii) of this subparagraph in the Section 811 PRA Program Supplement Packet. The Department may request additional information from the Applicant as needed.

(i) Evidence that a Third Party has a legal right to withhold approval for a Property to commit voluntarily to the Section 811 PRA Program. The specific legally enforceable agreement or other instrument that gives the Third Party, such as a lender, the unambiguous legal right to withhold consent must be provided;

(ii) Documentation that the Third Party, such as a lender, that has the legal right to withhold a required consent was asked to give their consent; AND

(iii) Documentation that the Third Party possessing the legal right to withhold a required consent has provided notice of their decision not to provide a required consent.

(B) An Applicant or Affiliate that Owns or Controls an Existing Development that is eligible to participate in the Section 811 PRA Program, as evidenced by its appearance on the List of Qualified Existing Developments referenced in 10 TAC §8.5, must do so. In order to qualify for points, the Existing Development must commit to the Section 811 PRA Program at minimum 10 Section 811 PRA Program Units, unless the Integrated Housing Rule, 10 TAC §1.15, or the 811 Project Rental Assistance Rule (“811 Rule”), 10 TAC Chapter 8, limits the Existing Development to fewer than 10 Section 811 PRA Program Units. The same Section 811 PRA Program Units cannot be used to qualify for points in more than one HTC Application. The Applicant or Affiliate will comply with the requirements of 10 TAC Chapter 8. (2 points)

(C) An Applicant or Affiliate that does not meet the Existing Development requirements of 10 TAC Chapter 8 but still meets the requirements of 10 TAC §8.3 is eligible by committing Units in the proposed Development to participate in the Department’s Section 811 PRA Program. In order to be eligible for points, Applicants must commit at least 10 Section 811 PRA Program Units in the proposed Development for participation in the Section 811 PRA Program unless the Integrated Housing Rule, 10 TAC §1.15, or the 811 Rule, 10 TAC Chapter 8, limits the Development to fewer than 10 Section 811 PRA Program Units. The same Section 811 PRA Program Units cannot be used to qualify for points in more than one HTC Application. The Applicant will comply with the requirements of 10 TAC Chapter 8. (2 points)

(D) Applications that are unable to meet the requirements of subparagraphs (B) or (C) of this paragraph may qualify by meeting the requirements of this subparagraph, (D). In order to qualify for points, Applicants must agree to set-aside at least 5 percent of the total Units for Persons with Special Needs. The Units identified for this scoring item may not be the same Units identified for the Section 811 PRA Program. For purposes of this subparagraph, Persons with Special Needs is defined as households where one individual has alcohol and/or drug addictions, Colonia resident, Persons with Disabilities, Violence Against Women Act Protections (domestic violence, dating violence, sexual assault, and stalking), persons with HIV/AIDS, homeless populations, veterans, wounded warriors (as defined by the Caring for Wounded Warriors Act of 2008), and farmworkers. Throughout the Compliance Period, unless otherwise permitted by the Department, the Development Owner agrees to specifically market Units to Persons with Special Needs. In addition, the Department will require an initial minimum twelve-month period during which Units must either be occupied by Persons with Special Needs or held vacant, unless the Units receive HOME funds from any source. After the initial twelve-month period, the Development Owner will no longer be required to hold Units vacant for Persons with Special Needs, but will be required to continue to specifically market Units to Persons with Special Needs. (2 points)

(7) Proximity to the Urban Core. A Development in a Place, as defined by the US Census Bureau, with a population over 200,000 may qualify for points under this item. The Development Site must be located within 4 miles of the main municipal government administration building if the population of the Place is 750,000 or more, or within 2 miles of the main municipal government administration building if the population of the city is

200,000 – 749,999. The main municipal government administration building will be determined by the location of regularly scheduled municipal Governing Body meetings. Distances are measured from the nearest property boundaries, not inclusive of non-contiguous parking areas. This scoring item will not apply to Applications under the At-Risk Set-Aside. (5 points)

(8) Readiness to proceed in disaster impacted counties. An Application for a proposed Development that is located in a county declared by the Federal Emergency Management Agency to be eligible for individual assistance within the year preceding the Full Application Delivery Date, that provides a certification that they will close all financing and fully execute the construction contract on or before the last business day of November. (5 points)

(A) Applications must include evidence that appropriate zoning will be in place at award and acknowledgement from all lenders and the syndicator of the required closing date.

(B) The Board cannot and will not waive the deadline and will not consider waiver under its general rule regarding waivers. Failure to close all financing and provide evidence of an executed construction contract by the November deadline will result in penalty under 10 TAC §11.9(f), as determined solely by the Board.

(C) Non-priority Applications seeking points under this paragraph will receive an extension of the November deadline equivalent to the period of time they were in non-priority status, if they ultimately receive an award. The period of non-priority status begins on the date the Department publishes a list showing an Application is not in priority status.

(d) Criteria promoting community support and engagement.

(1) Local Government Support. (§2306.6710(b)(1)(B)) An Application may qualify for up to seventeen (17) points for a resolution or resolutions voted on and adopted by the bodies reflected in subparagraphs (A) - (C) of this paragraph, as applicable. The resolution(s) must be dated prior to Final Input from Elected Officials Delivery Date and must be submitted to the Department no later than the Final Input from Elected Officials Delivery Date as identified in §11.2(a) of this chapter. Such resolution(s) must specifically identify the Development whether by legal description, address, Development name, Application number or other verifiable method. ~~In providing a resolution a~~ municipality or county should consult its own staff and legal counsel as to whether its handling of their actions regarding such resolution(s) ~~will be~~ consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any Fair Housing Activity Statement-Texas (“FHAST”) form on file, any current Analysis of Impediments to Fair Housing Choice, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds, such as HOME or CDBG funds. Resolutions received by the Department setting forth that the municipality and/or county objects to or opposes the Application or Development will result in zero points awarded to the Application for that Governing Body. Such resolutions will be added to the Application posted on the Department’s website. Once a resolution is submitted to the Department it may not be changed or withdrawn. For an Application with a proposed Development Site that, at the time of the initial filing of the Application, is:

(A) Within a municipality, the Application will receive:

(i) seventeen (17) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the Application or Development; or

(ii) fourteen (14) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the Application or Development.

(B) Within the extraterritorial jurisdiction of a municipality, the Application may receive points under clause (i) or (ii) of this subparagraph and under clause (iii) or (iv) of this subparagraph:

(i) eight and one-half (8.5) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the Application or Development; or

(ii) seven (7) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the Application or Development; and

(iii) eight and one-half (8.5) points for a resolution from the Governing Body of that county expressly setting forth that the county supports the Application or Development; or

(iv) seven (7) points for a resolution from the Governing Body of that county expressly setting forth that the county has no objection to the Application or Development.

(C) Within a county and not within a municipality or the extraterritorial jurisdiction of a municipality:

(i) seventeen (17) points for a resolution from the Governing Body of that county expressly setting forth that the county supports the Application or Development; or

(ii) fourteen (14) points for a resolution from the Governing Body of that county expressly setting forth that the county has no objection to the Application or Development.

(2) Commitment of Development Funding by Local Political Subdivision. (§2306.6725(a)(5)) An Application may receive one (1) point for a commitment of Development funding from the city (if located in a city) or county in which the Development Site is located. The commitment of Development funding must be reflected in the Application as a financial benefit to the Development, i.e. reported as a source of funds on the Sources and Uses Form and/or reflected in a lower cost in the Development Cost Schedule, such as notation of a reduction in building permits and related costs. Documentation must include a letter from an official of the municipality, county, or other instrumentality with jurisdiction over the proposed Development stating they will provide a loan, grant, reduced fees or contribution of other value that equals \$500 or more for Applications located in Urban subregions or \$250 or more for Applications located in Rural subregions for the benefit of the Development. The letter must describe the value of the contribution, the form of the contribution, e.g. reduced fees or gap funding, and any caveats to delivering the contribution. Once a letter is submitted to the Department it may not be changed or withdrawn.

(3) Declared Disaster Area. (§2306.6710(b)(1)(H)) An Application may receive ten (10) points if at the time of Application submission or at any time within the two-year period preceding the date of submission, the Development Site is located in an area declared to be a disaster area under the Tex Gov't Code §418.014.

(4) Quantifiable Community Participation. (§2306.6710(b)(1)(I); §2306.6725(a)(2)) An Application may qualify for up to nine (9) points for written statements from a

Neighborhood Organization. In order for the statement to qualify for review, the Neighborhood Organization must have been in current, valid existence with boundaries that contain the entire Development Site 30 days prior to the beginning of the Application Acceptance Period. In addition, the Neighborhood Organization must be on record with the Secretary of State or county in which the Development Site is located as of the beginning of the Application Acceptance Period. Once a letter is submitted to the Department it may not be changed or withdrawn. The written statement must meet all of the requirements in subparagraph (A) of this paragraph. Letters received by the Department setting forth that the eligible Neighborhood Organization objects to or opposes the Application or Development will be added to the Application posted on the Department's website. Written statements from the Neighborhood Organizations included in an Application and not received by the Department from the Neighborhood Organization will not be scored but will be counted as public comment.

(A) Statement Requirements. If an organization cannot make the following affirmative certifications or statements then the organization will not be considered a Neighborhood Organization for purposes of this paragraph.

(i) the Neighborhood Organization's name, a written description and map of the organization's boundaries, signatures and contact information (phone, email and mailing address) of at least two individual members with authority to sign on behalf of the organization;

(ii) certification that the boundaries of the Neighborhood Organization contain the entire Development Site and that the Neighborhood Organization meets the definition pursuant to Tex. Gov't Code §2306.004(23-a) and includes at least two separate residential households;

(iii) certification that no person required to be listed in accordance with Tex. Gov't Code §2306.6707 with respect to the Development to which the Application requiring their listing relates participated in any way in the deliberations of the Neighborhood Organization, including any votes taken;

(iv) certification that at least 80 percent of the current membership of the Neighborhood Organization consists of homeowners and/or tenants living within the boundaries of the Neighborhood Organization; and

(v) an explicit expression of support, opposition, or neutrality. Any expression of opposition must be accompanied with at least one reason forming the basis of that opposition. A Neighborhood Organization should be prepared to provide additional information with regard to opposition.

(B) Technical Assistance. For purposes of this paragraph, if and only if there is no Neighborhood Organization already in existence or on record, the Applicant, Development Owner, or Developer is allowed to provide technical assistance in the creation of and/or placing on record of a Neighborhood Organization. Technical assistance is limited to:

(i) the use of a facsimile, copy machine/copying, email and accommodations at public meetings;

(ii) assistance in completing the QCP Neighborhood Information Packet, providing boundary maps and assisting in the Administrative Deficiency process; and

(iii) presentation of information and response to questions at duly held meetings where such matter is considered.

(C) Point Values for Quantifiable Community Participation. An Application may receive points based on the values in clauses (i) - (vi) of this subparagraph. Points will not be cumulative. Where more than one written statement is received for an Application, the average of all statements received in accordance with this subparagraph will be assessed and awarded.

(i) nine (9) points for explicit support from a Neighborhood Organization that, during at least one of the three prior Application Rounds, provided a written statement that qualified as Quantifiable Community Participation opposing any Competitive Housing Tax Credit Application and whose boundaries remain unchanged;

(ii) eight (8) points for explicitly stated support from a Neighborhood Organization;

(iii) six (6) points for explicit neutrality from a Neighborhood Organization that, during at least one of the three prior Application Rounds provided a written statement, that qualified as Quantifiable Community Participation opposing any Competitive Housing Tax Credit Application and whose boundaries remain unchanged;

(iv) four (4) points for statements of neutrality from a Neighborhood Organization or statements not explicitly stating support or opposition, or an existing Neighborhood Organization provides no statement of either support, opposition or neutrality, which will be viewed as the equivalent of neutrality or lack of objection;

(v) four (4) points for areas where no Neighborhood Organization is in existence, equating to neutrality or lack of objection, or where the Neighborhood Organization did not meet the explicit requirements of this section; or

(vi) zero (0) points for statements of opposition meeting the requirements of this subsection.

(D) Challenges to opposition. Any written statement from a Neighborhood Organization expressing opposition to an Application may be challenged if it is contrary to findings or determinations, including zoning determinations, of a municipality, county, school district, or other local Governmental Entity having jurisdiction or oversight over the finding or determination. If any such statement is challenged, the challenger must declare the basis for the challenge and submit such challenge by the Challenges to Neighborhood Organization Opposition Delivery Date May 1, 2019. The Neighborhood Organization expressing opposition will be given seven (7) calendar days to provide any information related to the issue of whether their assertions are contrary to the findings or determinations of a local Governmental Entity. All such materials and the analysis of the Department's staff will be provided to a fact finder, chosen by the Department, for review and a determination of the issue presented by this subsection. The fact finder will not make determinations as to the accuracy of the statements presented, but only with regard to whether the statements are contrary to findings or determinations of a local Governmental Entity. The fact finder's determination will be final and may not be waived or appealed. Should the Neighborhood Organization's statements be found to be contrary to findings or determinations of a local Governmental Entity, or should the Neighborhood Organization not respond in seven (7) calendar days, then the Application shall be eligible for four (4) points under subparagraph (C)(v) of this subsection.

(5) Community Support from State Representative. (§2306.6710(b)(1)(J); §2306.6725(a)(2)) Applications may receive up to eight (8) points or have deducted up to eight (8) points for this scoring item. To qualify under this paragraph letters must be on the State Representative's letterhead, be signed by the State Representative, identify the specific

Development and express whether the letter conveys support, neutrality, or opposition. This documentation will be accepted with the Application or through delivery to the Department from the Applicant or the State Representative and must be submitted no later than the Final Input from Elected Officials Delivery Date as identified in §11.2(a) of this chapter. Letters received by the Department setting forth that the State Representative objects to or opposes the Application or Development will be added to the Application posted on the Department's website. Once a letter is submitted to the Department it may not be changed or withdrawn. Therefore, it is encouraged that letters not be submitted well in advance of the specified deadline in order to facilitate consideration of all constituent comment and other relevant input on the proposed Development. State Representatives to be considered are those in office at the time the letter is submitted and whose district boundaries include the Development Site. If the office is vacant, the Application will be considered to have received a neutral letter. Neutral letters, letters of opposition, or letters that do not specifically refer to the Development will receive zero (0) points. A letter from a state representative expressing the level of community support may be expressly based on the representative's understanding or assessments of indications of support by others, such as local government officials, constituents, and/or other applicable representatives of the community. In providing this letter, pursuant to Tex. Gov't Code §2306.6710(b)(1)(J), a representative may either express their position of support, opposition, or neutrality regarding the Application, which shall be presumed to reflect their assessment of the views of their constituents, or they may provide a statement of the support, opposition, or neutrality of their constituents regarding the Application without expressing their personal views on the matter.

(6) Input from Community Organizations. (§2306.6725(a)(2)) Where, at the time of Application, the Development Site does not fall within the boundaries of any qualifying Neighborhood Organization, then, in order to ascertain if there is community support, an Application may receive up to four (4) points for letters that qualify for points under subparagraphs (A), (B), and/or (C) of this paragraph. No more than four (4) points will be awarded under this point item under any circumstances. All letters of support must be submitted within the Application. Once a letter is submitted to the Department it may not be changed or withdrawn. Should an Applicant elect this option and the Application receives letters in opposition, then one (1) point will be subtracted from the score under this paragraph for each letter in opposition, provided that the letter is from an organization that would otherwise qualify under this paragraph. However, at no time will the Application receive a score lower than zero (0) for this item. Letters received by the Department setting forth that the community organization objects to or opposes the Application or Development will be added to the Application posted on the Department's website.

(A) An Application may receive two (2) points for each letter of support submitted from a community or civic organization that serves the community in which the Development Site is located. Letters of support must identify the specific Development and must state support of the specific Development at the proposed location. To qualify, the organization must be qualified as tax exempt and have as a primary (not ancillary or secondary) purpose the overall betterment, development, or improvement of the community as a whole or of a major aspect of the community such as improvement of schools, fire protection, law enforcement, city-wide transit, flood mitigation, or the like. The Applicant must provide evidence that the community or civic organization remains in good standing by providing evidence from a federal or state government database confirming that the exempt status continues. An Organization must also provide evidence of its participation in the community in which the Development Site is located including, but not limited to, a listing of services and/or members, brochures, annual reports, etc.

Letters of support from organizations that cannot provide reasonable evidence that they are active in the area that includes the location of the Development Site will not be awarded points. For purposes of this subparagraph, community and civic organizations do not include neighborhood organizations, governmental entities (excluding Special Management Districts as described in subparagraph C), or taxing entities.

(B) An Application may receive two (2) points for a letter of support from a property owners association created for a master planned community whose boundaries include the Development Site and that does not meet the requirements of a Neighborhood Organization for the purpose of awarding points under paragraph (4) of this subsection.

(C) An Application may receive two (2) points for a letter of support from a Special Management District whose boundaries, as of the Full Application Delivery Date as identified in §11.2(a) of this chapter (relating to Program Calendar for Competitive Housing Tax Credits), include the Development Site.

(D) Input that evidences unlawful discrimination against classes of persons protected by Fair Housing law or the scoring of which the Department determines to be contrary to the Department's efforts to affirmatively further fair housing will not be considered. If the Department receives input that could reasonably be suspected to implicate issues of non-compliance under the Fair Housing Act, staff will refer the matter to the Texas Workforce Commission for investigation, but such referral will not, standing alone, cause staff or the Department to terminate the Application. Staff will report all such referrals to the Board and summarize the status of any such referrals in any recommendations.

(7) Concerted Revitalization Plan. An Application may qualify for points under this paragraph only if no points are elected under subsection (c)(4) of this section, related to Opportunity Index.

(A) For Developments located in an Urban Area:

(i) An Application may qualify to receive points if the Development Site is located in a distinct area that was once vital and has lapsed into a condition requiring concerted revitalization, and where a concerted revitalization plan ("plan" or "CRP") has been developed and executed.

(ii) A plan may consist of one or multiple, but complementary, local planning documents that together create a cohesive agenda for the plan's specific area. The plan and supporting documentation must be submitted using the CRP Application Packet. No more than 2 local plans may be submitted for each proposed Development. A Consolidated Plan, One-year Action Plan or any other plan prepared to meet HUD requirements will not meet the requirements under this clause, unless evidence is presented that additional efforts have been undertaken to meet the requirements in clause (iii) of this subparagraph. The concerted revitalization plan may be a Tax Increment Reinvestment Zone ("TIRZ") or Tax Increment Finance ("TIF) or similar plan. A city- or county-wide comprehensive plan, by itself, does not equate to a concerted revitalization plan.

(iii) The area targeted for revitalization must be larger than the assisted housing footprint and should be a neighborhood or small group of contiguous neighborhoods with common attributes and problems. The Application must include a copy of the plan or a link to the online plan and a description of where specific information required below can be found in the plan. The plan must meet the criteria described in subclauses (I) - (IV) of this clause:

(I) The concerted revitalization plan, or each of the local planning documents that compose the plan, must have been adopted by the municipality or county in which the Development Site is located. The resolution adopting the plan, or if development of the plan and budget were delegated, the resolution of delegation and other evidence in the form of certifications by authorized persons confirming the adoption of the plan and budget, must be submitted with the application.

(II) The problems in the revitalization area must be identified through a process in which affected local residents had an opportunity to express their views on problems facing the area, and how those problems should be addressed and prioritized. Eligible problems that are appropriate for a concerted revitalization plan may include the following:

(-a-) long-term disinvestment, such as significant presence of residential and/or commercial blight, streets infrastructure neglect, and/or sidewalks in significant disrepair;

(-b-) declining quality of life for area residents, such as high levels of violent crime, property crime, gang activity, or other significant criminal matters such as the manufacture or distribution of illegal substances or overt illegal activities;

(-c-) lack of a robust economy for that neighborhood area, or, if economic revitalization is already underway, lack of new affordable housing options for long-term residents.

(III) The goals of the adopted plan must have a history of sufficient, documented and committed funding to accomplish its purposes on its established timetable. This funding must be flowing in accordance with the plan, such that the problems identified within the plan are currently being or have been sufficiently addressed.

(IV) The plan must either be current at the time of Application and must officially continue for a minimum of three years thereafter OR the work to address the items in need of mitigation or rehabilitation has begun and, additionally, the Applicant must include confirmation from a public official who oversees the plan that accomplishment of those objectives is on schedule and there are no budgetary or other obstacles to accomplishing the purposes of the plan.

(iv) Up to seven (7) points will be awarded based on:

(I) Applications will receive four (4) points for a letter from the appropriate local official providing documentation of measurable improvements within the revitalization area based on the targeted efforts outlined in the plan and in reference to the requirements of 10 TAC §11.9(d)(7)(A)(iii)(I-IV). The letter must also discuss how the improvements will lead to an appropriate area for the placement of housing; and

(II) Applications may receive (2) points in addition to those under subclause (I) of this clause if the Development is explicitly identified in a resolution by the municipality, or county as contributing more than any other to the concerted revitalization efforts of the municipality or county (as applicable). A municipality or county may only identify one Development per CRP area during each Application Round for the additional points under this subclause, unless the concerted revitalization plan includes more than one distinct area within the city or county, in which case a resolution may be provided for each Development in its respective area. The resolution from the Governing Body of the municipality or county that

approved the plan is required to be submitted in the Application. If multiple Applications submit resolutions under this subclause from the same Governing Body for the same CRP area, none of the Applications shall be eligible for the additional points, unless the resolutions address the respective and distinct areas described in the plan; and

(III) Applications will receive (1) point in addition to those under subclause (I) and (II) if the development is in a location that would score at least 4 points under Opportunity Index, §11.9(c)(4)(B), except for the criteria found in §11.9(c)(4)(A) and subparagraphs §11.9(c)(4)(A)(i) and §11.9(c)(4)(A)(ii).

(B) For Developments located in a Rural Area.

(i) Applications will receive 4 points for the Rehabilitation or demolition and Reconstruction of a development in a rural area that has been leased at 85% or greater for the six months preceding Application by low income households and which was initially constructed 25 or more years prior to Application submission as either public housing or as affordable housing with support from USDA, HUD, the HOME program, or the CDBG program. The occupancy percentage will not include Units that cannot be occupied due to needed repairs, as confirmed by the PCA or CNA. Demolition and relocation of units must be determined locally to be necessary to comply with the Affirmatively Furthering Fair Housing Rule, or if necessary to create an acceptable distance form Undesirable Site Features or Neighborhood Risk Factors.

(ii) Applications may receive (2) points in addition to those under clause (i) of this subparagraph if the Development is explicitly identified in a resolution by the municipality (or county if the Development Site is completely outside of a city) as contributing more than any other to the concerted revitalization efforts of the municipality or county (as applicable). Where a Development Site crosses jurisdictional boundaries, resolutions from all applicable governing bodies must be submitted. A municipality or county may only identify one single Development during each Application Round for each specific area to be eligible for the additional points under this subclause. If multiple Applications submit resolutions under this subclause from the same Governing Body for a specific area described in the plan, none of the Applications shall be eligible for the additional points; and

(iii) Applications may receive (1) additional point if the development is in a location that would score at least 5 points under Opportunity Index, §11.9(c)(4)(B), except for the criteria found in §11.9(c)(4)(A) and subparagraphs §11.9(c)(4)(A)(i) and §11.9(c)(4)(A)(ii).

(e) Criteria promoting the efficient use of limited resources and applicant accountability.

(1) Financial Feasibility. (§2306.6710(b)(1)(A)) An Application may qualify to receive a maximum of eighteen (18) points for this item. To qualify for points, a 15-year pro forma itemizing all projected income including Unit rental rate assumptions, operating expenses and debt service, and specifying the underlying growth assumptions and reflecting a minimum must-pay debt coverage ratio of 1.15 for each year must be submitted. The pro forma must include the signature and contact information evidencing that it has been reviewed and found to be acceptable by an authorized representative of a proposed Third Party construction or permanent lender. In addition to the signed pro forma, a lender approval letter must be submitted. An acceptable form of lender approval letter may be obtained in the Uniform Multifamily Application Templates. If the letter evidences review of the Development alone

it will receive sixteen (16) points. If the letter evidences review of the Development and the Principals, it will receive eighteen (18) points.

(2) Cost of Development per Square Foot. (§2306.6710(b)(1)(F); §42(m)(1)(C)(iii)) An Application may qualify to receive up to twelve (12) points based on either the Eligible Building Cost or the Eligible Hard Costs per square foot of the proposed Development voluntarily included in eligible basis as originally submitted in the Application. For purposes of this-scoring item, Eligible Building Costs will be defined as Building Costs includable in Eligible Basis for the purposes of determining a Housing Credit Allocation. Eligible Building Costs will exclude structured parking or commercial space that is not included in Eligible Basis, and Eligible Hard Costs will include general contractor overhead, profit, and general requirements. Structured parking or commercial space costs must be supported by a cost estimate from a Third Party General Contractor or subcontractor with experience in structured parking or commercial construction, as applicable. The square footage used will be the Net Rentable Area (NRA). The calculations will be based on the cost listed in the Development Cost Schedule and NRA shown in the Rent Schedule. If the proposed Development is a Supportive Housing Development, the NRA will include Common Area up to 75 square feet per Unit.

(A) A high cost development is a Development that meets one of the following conditions:

- (i) the Development is elevator served, meaning it is either a Elderly Development with an elevator or a Development with one or more buildings any of which have elevators serving four or more floors;
- (ii) the Development is more than 75 percent single family design;
- (iii) the Development is Supportive Housing; or
- (iv) the Development Site qualifies for a minimum of five (5) points under subsection (c)(4) of this section, related to Opportunity Index, and is located in an Urban Area.

(B) Applications proposing New Construction or Reconstruction will be eligible for twelve (12) points if one of the following conditions is met:

- (i) The voluntary Eligible Building Cost per square foot is less than \$76.44 per square foot;
- (ii) The voluntary Eligible Building Cost per square foot is less than \$81.90 per square foot, and the Development meets the definition of a high cost development;
- (iii) The voluntary Eligible Hard Cost per square foot is less than \$98.28 per square foot; or
- (iv) The voluntary Eligible Hard Cost per square foot is less than \$109.20 per square foot, and the Development meets the definition of high cost development.

(C) Applications proposing New Construction or Reconstruction will be eligible for eleven (11) points if one of the following conditions is met:

- (i) The voluntary Eligible Building Cost per square foot is less than \$81.90 per square foot;
- (ii) The voluntary Eligible Building Cost per square foot is less than \$87.36 per square foot, and the Development meets the definition of a high cost development;
- (iii) The voluntary Eligible Hard Cost per square foot is less than \$103.74 per square foot; or

- (iv) The voluntary Eligible Hard Cost per square foot is less than \$114.66 per square foot, and the Development meets the definition of high cost development.
- (D) Applications proposing New Construction or Reconstruction will be eligible for ten (10) points if one of the following conditions is met:
 - (i) The voluntary Eligible Building Cost is less than \$98.28 per square foot; or
 - (ii) The voluntary Eligible Hard Cost is less than \$120.12 per square foot.
- (E) Applications proposing Adaptive Reuse or Rehabilitation (excluding Reconstruction) will be eligible for points if one of the following conditions is met:
 - (i) Twelve (12) points for Applications which include voluntary Eligible Hard Costs plus acquisition costs included in Eligible Basis that are less than \$109.20 per square foot;
 - (ii) Twelve (12) points for Applications which include voluntary Eligible Hard Costs plus acquisition costs included in Eligible Basis that are less than \$141.96 per square foot, located in an Urban Area, and that qualify for 5 or 7 points under subsection (c)(4) of this section, related to Opportunity Index; or
 - (iii) Eleven (11) points for Applications which include voluntary Eligible Hard Costs plus acquisition costs included in Eligible Basis that are less than \$141.96 per square foot.
- (3) Pre-application Participation. (§2306.6704) An Application may qualify to receive up to six (6) points provided a pre-application was submitted by the Pre-Application Final Delivery Date. Applications that meet the requirements described in subparagraphs (A) - (H) of this paragraph will qualify for six (6) points:
 - (A) The total number of Units does not increase by more than ten (10) percent from pre-application to Application;
 - (B) The designation of the proposed Development as Rural or Urban remains the same;
 - (C) The proposed Development serves the same Target Population;
 - (D) The pre-application and Application are participating in the same set-asides (At-Risk, USDA, Non-Profit, and/or Rural);
 - (E) The Application final score (inclusive of only scoring items reflected on the self score form) does not vary by more than four (4) points from what was reflected in the pre-application self score;
 - (F) The Development Site at Application is at least in part the Development Site at pre-application, and the census tract number listed at pre-application is the same at Application. The site at full Application may not require notification to any person or entity not required to have been notified at pre-application;
 - (G) The Development Site does not have the following Neighborhood Risk Factors as described in 10 TAC §11.101(a)(3) that were not disclosed with the pre-application:
 - (i) The Development Site is located in a census tract (or for any adjacent census tract with a boundary less than 500 feet from the proposed Development Site that is not separated from the Development Site by a natural barrier such as a river or lake, or an intervening restricted area, such as a military installation) in an Urban Area and the rate of Part I violent crime is greater than 18 per 1,000 persons (annually) as reported on

neighborhoodscout.com.

(ii) The Development Site is located within the attendance zones of an elementary school, a middle school or a high school that does not have a Met Standard rating by the Texas Education Agency.

(H) The pre-application met all applicable requirements.

(4) Leveraging of Private, State, and Federal Resources. (§2306.6725(a)(3))

(A) An Application may qualify to receive up to three (3) points if at least five (5) percent of the total Units are restricted to serve households at or below 30 percent of AMGI (restrictions elected under other point items may count) and the Housing Tax Credit funding request for the proposed Development meet one of the levels described in clauses (i) - (iv) of this subparagraph:

(i) the Development leverages CDBG Disaster Recovery, HOPE VI, RAD, or Choice Neighborhoods funding and the Housing Tax Credit Funding Request is less than 9 percent of the Total Housing Development Cost (3 points). The Application must include a commitment of such funding; or

(ii) If the Housing Tax Credit funding request is less than nine (9) percent of the Total Housing Development Cost (3 points); or

(iii) If the Housing Tax Credit funding request is less than ten (10) percent of the Total Housing Development Cost (2 points); or

(iv) If the Housing Tax Credit funding request is less than eleven (11) percent of the Total Housing Development Cost (1 point).

(B) The calculation of the percentages stated in subparagraph (A) of this paragraph will be based strictly on the figures listed in the Funding Request and Development Cost Schedule. Should staff issue an Administrative Deficiency that requires a change in either form, then the calculation will be performed again and the score adjusted, as necessary. However, points may not increase based on changes to the Application. In order to be eligible for points, no more than 50 percent of the Developer Fee can be deferred. Where costs or financing change after completion of underwriting or award (whichever occurs later), the points attributed to an Application under this scoring item will not be reassessed unless there is clear evidence that the information in the Application was intentionally misleading or incorrect.

(5) Extended Affordability. (§§2306.6725(a)(5); 2306.111(g)(3)(C); 2306.185(a)(1) and (c); 2306.6710(e)(2); and 42(m)(1)(B)(ii)(II)) In accordance with the Code, each Development is required to maintain its affordability for a 15-year Compliance Period and, subject to certain exceptions, an additional 15-year Extended Use Period. Development Owners that agree to extend the Affordability Period for a Development to thirty-five (35) years total may receive two (2) points.

(6) Historic Preservation. (§2306.6725(a)(~~6~~5)) At least seventy-five percent of the residential units shall reside within the Certified Historic Structure and the Development must reasonably be expected to qualify to receive and document receipt of historic tax credits before or by the issuance of Forms 8609. The Application must include either documentation from the Texas Historical Commission that the Property is currently a Certified Historic Structure, or documentation determining preliminary eligibility for Certified Historic Structure status (5 points).

(7) Right of First Refusal. (§2306.6725(b)(1); §42(m)(1)(C)(viii)) An Application may qualify to receive (1 point) for Development Owners that will agree to provide a right of first refusal to purchase the Development upon or following the end of the Compliance Period in accordance with Tex Gov't Code, §2306.6726 and the Department's rules including §10.407 of this title (relating to Right of First Refusal) and §10.408 of this title (relating to Qualified Contract Requirements).

(8) Funding Request Amount. An Application may qualify to receive one (1) point if the Application reflects a Funding Request of Housing Tax Credits, as identified in the original Application submission, of no more than 100% of the amount available within the subregion or set-aside as determined by the application of the regional allocation formula on or before December 1, 2018.

(f) Factors Affecting Scoring and Eligibility in current and future Application Rounds

Staff may recommend to the Board and the Board may find that an Applicant or Affiliate should be ineligible to compete in following year's competitive Application Round or that it should be assigned a penalty deduction in the following year's competitive Application Round of no more than two points for each submitted Application (Tex. Gov't Code 2306.6710(b)(2)) because it meets the conditions for any of the items listed in paragraphs (1) – (4) of this subsection. For those items pertaining to non-statutory deadlines, an exception to the penalty may be made if the Board or Executive Director, as applicable, makes an affirmative finding setting forth that the need for an extension of the deadline was beyond the reasonable control of the Applicant and could not have been reasonably anticipated. Any such matter to be presented for final determination of deduction by the Board must include notice from the Department to the affected party not less than fourteen (14) days prior to the scheduled Board meeting. The Executive Director may, but is not required, to issue a formal notice after disclosure if it is determined that the matter does not warrant point deductions. The Executive Director may make a determination that the matter does not warrant point deduction only for paragraph (1). (§2306.6710(b)(2)) Any deductions assessed by the Board for paragraphs (1) through (4) of this subsection based on a Housing Tax Credit Commitment from a preceding Application round will be attributable to the Applicant or Affiliate of an Application submitted in the Application round referenced above.

(1) If the Applicant or Affiliate failed to meet the original Carryover submission or 10 percent Test deadline(s) or has requested an extension of the Carryover submission deadline or the 10 percent Test deadline (relating to either submission or expenditure).

(2) If the Applicant or Affiliate failed to meet the commitment or expenditure requirements or benchmarks of their Contract with the Department for a HOME or National Housing Trust Fund award from the Department.

(3) If the Applicant or Affiliate, in the Competitive HTC round immediately preceding the current round, failed to meet the deadline to both close financing and provide evidence of an executed construction contract under 10 TAC §11.9(c)(8) related to construction in specific disaster counties.

(4) If the Developer or Principal of the Applicant has violated and/or violates the Adherence to Obligations.

§11.10. Third Party Request for Administrative Deficiency for Competitive HTC Applications.

The purpose of the Third Party Request for Administrative Deficiency ("RFAD") process is to allow an unrelated person or entity to bring new, material information about an Application to

staff's attention. Such Person may request staff to consider whether a matter in an Application in which the Person has no involvement should be the subject of an Administrative Deficiency. Staff will consider the request and proceed as it deems appropriate under the applicable rules including, if the Application in question is determined by staff to not be a priority Application, not reviewing the matter further. If the assertion(s) in the RFAD have been addressed through the Application review process, and the RFAD does not contain new information, staff will not review or act on it. The RFAD may not be used to appeal staff decisions regarding competing Applications (§2306.6715(b)). Any RFAD that questions a staff decision regarding staff's scoring of an Application filed by another Applicant will be disregarded. Requestors must provide, at the time of filing the request, all briefings, documentation, and other information that the requestor offers in support of the deficiency. A copy of the request and supporting information must be provided by the requestor directly to the Applicant at the same time it is provided to the Department. Requestors must provide sufficient credible evidence that, if confirmed, would substantiate the deficiency request. Assertions not accompanied by supporting documentation susceptible to confirmation will not be considered. Staff shall provide to the Board a written report summarizing each third party request for administrative deficiency and the manner in which it was addressed. Interested persons may provide testimony on this report before the Board takes any formal action to accept the report. The results of a RFAD may not be appealed by the Requestor. A scoring notice or termination notice that results from a RFAD may be appealed by the Applicant as further described in §11.902 of this chapter. Information received after the RFAD deadline will not be considered by staff or presented to the Board unless the information is of such a matter as to warrant a termination notice. When the Board receives a report on the disposition of RFADs it may, for any staff disposition contained in the report, change the conclusion if it believes the change is necessary to bring the result into compliance with applicable laws and rules as construed by the Board; or if based on public testimony, it believes staff's conclusion should be revisited, it may remand the RFAD to staff for further consideration, which may result in a reaffirmation, reversal, or modification.

Subchapter B – Site and Development Requirements and Restrictions

§11.101. Site and Development Requirements and Restrictions.

(a) Site Requirements and Restrictions. The purpose of this section is to identify specific requirements and restrictions related to a Development Site seeking multifamily funding or assistance from the Department.

(1) Floodplain. New Construction or Reconstruction Developments located within a one-hundred (100) year floodplain as identified by the Federal Emergency Management Agency (“FEMA”) Flood Insurance Rate Maps must develop the site in full compliance with the National Flood Protection Act and all applicable federal and state statutory and regulatory requirements. The Applicant will have to use floodplain maps and comply with regulation as they exist at the time of commencement of construction. Even if not required by such provisions, the Site must be developed so that all finished ground floor elevations are at least one foot above the floodplain and parking and drive areas are no lower than six inches below the floodplain. If there are more stringent local requirements they must also be met. If no FEMA Flood Insurance Rate Maps are available for the proposed Development Site, flood zone documentation must be provided from the local government with jurisdiction identifying the one-hundred (100) year floodplain. Rehabilitation (excluding Reconstruction) Developments with existing and ongoing federal funding assistance from HUD or USDA are exempt from this requirement. However, where existing and ongoing federal assistance is not applicable such Rehabilitation (excluding Reconstruction) Developments will be allowed in the one-hundred (100) year floodplain provided the local government has undertaken and can substantiate sufficient mitigation efforts and such documentation is submitted in the Application or the existing structures meet the requirements that are applicable for New Construction or Reconstruction Developments, as certified to by a Third Party engineer.

(2) Undesirable Site Features. Development Sites within the applicable distance of any of the undesirable features identified in subparagraphs (A) - (K) of this paragraph will be considered ineligible unless it is determined by the Board that information regarding mitigation of the applicable undesirable site feature(s) is sufficient and supports Site eligibility. Rehabilitation (excluding Reconstruction) Developments with ongoing and existing federal assistance from HUD, USDA, or Veterans Affairs (“VA”) may be granted an exemption by the Board; however, depending on the undesirable site feature(s) staff may recommend mitigation still be provided as appropriate. Such an exemption must be requested at the time of or prior to the filing of an Application. Historic Developments that would otherwise qualify under §11.9(e)(6) of this chapter may be granted an exemption by the Board, and such exemption must be requested at the time of or prior to the filing of an Application. The distances are to be measured from the nearest boundary of the Development Site to the nearest boundary of the property or easement containing the undesirable feature, unless otherwise noted below. Where there is a local ordinance that regulates the proximity of such undesirable feature to a multifamily development that has smaller distances than the minimum distances noted below, then such smaller distances may be used and documentation such as a copy of the local ordinance identifying such distances relative to the Development Site must be included in the Application. If a state or federal cognizant agency would require a new facility under its jurisdiction to have a minimum separation from housing, the Department will defer to that agency and require the same separation for a new housing facility near an existing regulated or registered facility. In addition to these limitations, a Development Owner must ensure that the proposed Development Site and all construction thereon comply with all applicable state and federal requirements regarding separation for safety purposes. If Department staff identifies what it believes would constitute an undesirable site feature not listed in this paragraph or covered under subparagraph (K) of this paragraph, staff

may request a determination from the Board as to whether such feature is acceptable or not. If the Board determines such feature is not acceptable and that, accordingly, the Site is ineligible, the Application shall be terminated and such determination of Site ineligibility and termination of the Application cannot be appealed.

(A) Development Sites located within 300 feet of junkyards. For purposes of this paragraph, a junkyard shall be defined as stated in Texas Transportation Code §396.001;

(B) Development Sites located within 300 feet of a solid waste facility or sanitary landfill facility or illegal dumping sites (as such dumping sites are identified by the local municipality);

(C) Development Sites located within 300 feet of a sexually-oriented business. For purposes of this paragraph, a sexually-oriented business shall be defined in Local Government Code §243.002, or as zoned, licensed and regulated as such by the local municipality;

(D) Development Sites in which any of the buildings or designated recreational areas (including pools) are to be located within 100 feet of the nearest line or structural element of any overhead high voltage transmission line, support structures for high voltage transmission lines, or other similar structures. This does not apply to local service electric lines and poles;

(E) Development Sites located within 500 feet of active railroad tracks, measured from the closest rail to the boundary of the Development Site, unless:

(i) the Applicant provides evidence that the city/community has adopted a Railroad Quiet Zone; or

(ii) the Applicant has engaged a qualified Third Party to perform a noise assessment and the Applicant commits to perform sound mitigation in accordance with HUD standards as if they were directly applicable to the Development; or

(iii) the railroad in question is commuter or light rail;

(F) Development Sites located within 500 feet of heavy industry (i.e. facilities that require extensive use of land and machinery, produce high levels of external noise such as manufacturing plants, or maintains fuel storage facilities (excluding gas stations));

(G) Development Sites located within 10 miles of a nuclear plant;

(H) Development Sites in which the buildings are located within the accident potential zones or the runway clear zones of any airport;

(I) Development Sites that contain one or more pipelines, situated underground or aboveground, which carry highly volatile liquids or Development Sites located adjacent to a pipeline easement (for a pipeline carrying highly volatile liquids), the Application must include a plan for developing near the pipeline(s) and mitigation, if any, in accordance with a report conforming to the Pipelines and Informed Planning Alliance (“PIPA”);

(J) Development Sites located within 2 miles of refineries capable of refining more than 100,000 barrels of oil daily; or

(K) Any other Site deemed unacceptable, which would include, without limitation, those with exposure to an environmental factor that may adversely affect the health and safety of the residents or render the Site inappropriate for housing use and which cannot be adequately mitigated. If staff believe that a Site should be deemed unacceptable under this provision it will provide the Applicant with written notice and an opportunity to respond and place the matter before the Board for a determination.

(3) Neighborhood Risk Factors.

(A) If the Development Site has any of the characteristics described in subparagraph (B) of this paragraph, the Applicant must disclose the presence of such characteristics in the Application submitted to the Department. For Competitive HTC Applications, an Applicant must disclose at pre-application as required by 11.8(b) of this chapter. For all other Applications, an Applicant may choose to disclose the presence of such characteristics at the time the pre-application (if applicable) is submitted to the Department. Requests for pre-determinations of Site eligibility prior to pre-application or Application submission will not be binding on full Applications submitted at a later date. For Tax-Exempt Bond Developments where the Department is the Issuer, the Applicant may submit the documentation described under subparagraphs (C) and (D) of this paragraph at pre-application or for Tax-Exempt Bond Developments utilizing a local issuer such documentation may be submitted with the request for a pre-determination and staff may perform an assessment of the Development Site to determine Site eligibility. An Applicant should understand that any determination made by staff or the Board at that point in time regarding Site eligibility based on the documentation presented, is preliminary in nature. Should additional information related to any of the neighborhood risk factors become available while the full Application is under review, or the information by which the original determination was made changes in a way that could affect eligibility, then such information will be re-evaluated and presented to the Board for its determination. Should staff determine that the Development Site has any of the characteristics described in subparagraph (B) of this paragraph and such characteristics were not disclosed, the Application may be subject to termination. An Applicant's own non-disclosure is not appealable as such appeal is in direct conflict with certifications made in the Application and within the control of the Applicant. The presence of any characteristics listed in subparagraph (B) of this paragraph will prompt staff to perform an assessment of the Development Site and neighborhood, which may include a site visit, and include, where applicable, a review as described in subparagraph (C) of this paragraph. The assessment of the Development Site and neighborhood will be presented to the Board with a staff recommendation with respect to the eligibility of the Development Site. Factors to be considered by the Board, despite the existence of the neighborhood risk factors, are identified in subparagraph (E) of this paragraph. Preservation of affordable units alone does not present a compelling reason to support a conclusion of eligibility. Should the Board make a determination that a Development Site is ineligible, the termination of the Application resulting from such Board action is final and not subject to appeal.

(B) The Neighborhood Risk Factors include those noted in clauses (i) – (iv) of this subparagraph and additional information as applicable to the neighborhood risk factor(s) disclosed as provided in subparagraphs (C) and (D) of this paragraph must be submitted in the Application. In order to be considered an eligible Site despite the presence of such neighborhood risk factor, an Applicant must demonstrate actions being taken that would lead staff and/or the Board to conclude that there is a high probability and reasonable expectation the risk factor will be sufficiently mitigated or significantly improved within a reasonable time, typically prior to placement in service, and that the risk factor demonstrates a positive trend and continued improvement. Conclusions for such reasonable expectation may need to be affirmed by an industry professional, as appropriate, and may be dependent upon the severity of the neighborhood risk factor disclosed.

(i) The Development Site is located within a census tract that has a poverty rate above 40 percent for individuals (or 55 percent for Developments in regions 11 and 13).

(ii) The Development Site is located in a census tract (or for any adjacent census tract with a boundary less than 500 feet from the proposed Development Site that is not separated from the Development Site by a natural barrier such as a river or lake, or an intervening restricted area, such as a military installation) in an Urban Area and the rate of Part I violent crime is greater than 18 per 1,000 persons (annually) as reported on neighborhoodscout.com.

(iii) The Development Site is located within 1,000 feet (measured from nearest boundary of the Site to the nearest boundary of blighted structure) of multiple vacant structures that have fallen into such significant disrepair, overgrowth, and/or vandalism that they would commonly be regarded as blighted or abandoned.

(iv) The Development Site is located within the attendance zones of an elementary school, a middle school or a high school that does not have a Met Standard rating by the Texas Education Agency. Any school in the attendance zone that has not achieved Met Standard for three consecutive years and has failed by at least one point in the most recent year, unless there is a clear trend indicating imminent compliance, shall be unable to mitigate due to the potential for school closure as an administrative remedy pursuant to Chapter 39 of the Texas Education Code. In districts with district-wide enrollment or choice districts an Applicant shall use the rating of the closest elementary, middle and high school, respectively, which may possibly be attended by the tenants in determining whether or not disclosure is required. Schools with an application process for admittance, limited enrollment or other requirements that may prevent a child from attending will not be considered as the closest school or the school which attendance zone contains the site. The applicable school rating will be the 2018 accountability rating assigned by the Texas Education Agency, unless the school is "Not Rated" because it meets the TEA Hurricane Harvey Provision, in which case the 2017 rating will apply. School ratings will be determined by the school number, so that in the case where a new school is formed or named or consolidated with another school but is considered to have the same number that rating will be used. A school that has never been rated by the Texas Education Agency will use the district rating. If a school is configured to serve grades that do not align with the Texas Education Agency's conventions for defining elementary schools (typically grades K-5 or K-6), middle schools (typically grades 6-8 or 7-8) and high schools (typically grades 9-12), the school will be considered to have the lower of the ratings of the schools that would be combined to meet those conventions. In determining the ratings for all three levels of schools, ratings for all grades K-12 must be included, meaning that two or more schools' ratings may be combined. For example, in the case of an elementary school which serves grades K-4 and an intermediate school that serves grades 5-6, the elementary school rating will be the lower of those two schools' ratings. Also, in the case of a 9th grade center and a high school that serves grades 10-12, the high school rating will be considered the lower of those two schools' ratings. Sixth grade centers will be considered as part of the middle school rating. Elderly Developments are considered exempt and do not have to disclose the presence of this characteristic.

(C) Should any of the neighborhood risk factors described in subparagraph (B) of this paragraph exist, the Applicant must submit the Neighborhood Risk Factors Report that contains the information described in clauses (i) - (viii) of this subparagraph and mitigation pursuant to subparagraph (D) of this paragraph as such information might be considered to pertain to the neighborhood risk factor(s) disclosed so that staff may conduct a further Development Site and neighborhood review. ~~The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this section, below, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible.~~

(i) A determination regarding neighborhood boundaries, which will be based on the review of a combination of natural and manmade physical features (rivers, highways, etc.), apparent changes in land use, the Primary Market Area as defined in the Market Analysis, census tract or municipal boundaries, and information obtained from any Site visits;

(ii) An assessment of general land use in the neighborhood, including comment on the prevalence of residential uses;

(iii) An assessment concerning any of the features reflected in paragraph (2) of this subsection if they are present in the neighborhood, regardless of whether they are within the specified distances referenced in paragraph (2) of this subsection;

(iv) An assessment of the number of existing affordable rental units (generally includes rental properties subject to TDHCA, HUD, or USDA restrictions) in the Primary Market Area, including comment on concentration based on the size of the Primary Market Area;

(v) An assessment of the percentage of households residing in the census tract that have household incomes equal to or greater than the median household income for the MSA or county where the Development Site is located;

(vi) An assessment of the number of market rate multifamily units in the neighborhood and their current rents and levels of occupancy;

(vii) An assessment of school performance for each of the schools in the attendance zone containing the Development that did not achieve a 2018 Met Standard rating, for the previous two academic years (regardless of whether the school Met Standard in those years), that includes the TEA Accountability Rating Report, a discussion of performance indicators and what progress has been made over the prior year, and progress relating to the goals and objectives identified in the campus improvement plan or turnaround plan pursuant to §39.107 of the Texas Education Code in effect. This is not just the submission of the campus improvement plan, but an update to the plan or if such update is not available, information from a school official that speaks to progress made under the plan as further indicated under subparagraph (D)(iv) of this paragraph; and

(viii) Any additional information necessary to complete an assessment of the Development Site, as requested by staff.

(D) Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. Mitigation must include documentation of efforts underway at the time of Application, and may include, including, but is not limited to, the measures described in clauses (i) - (iv) of this subparagraph: or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible. In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing.

(i) Evidence that the poverty rate within the census tract has decreased over the five-year period preceding the date of Application, or that the census tract is contiguous to a census tract with a poverty rate below 20% and there are no physical barriers between them such as highways or rivers which would be reasonably considered as separating or dividing the neighborhood containing the proposed Development from the low poverty area must be submitted. Other mitigation may include, but is not limited to, evidence of sustained job growth and employment opportunities, career training opportunities or job placement services, evidence of gentrification in the area (including an increase in property values) which may include contiguous census tracts that could conceivably be considered part of the neighborhood containing the proposed Development, and a clear and compelling reason that the Development should be located at the Site.

(ii) Evidence ~~in the form of data and testimony maintained~~ by the most qualified person ~~(as described in subclause (IV) of this clause) that either subclause (I) or (II) can be supported as further described in subclause (III):~~

~~(I)~~ the data and evidence establish that there is a reasonable basis to proceed on the belief that

the crime data shows, or will show, a favorable trend such that within the next two years Part I violent crime for that location is expected to be less than 18 per 1,000 persons; or

~~–(H) the data and evidence reveal that the data reported on neighborhoodscout.com does not accurately reflect the true nature of what is occurring and what is actually occurring does not rise to the level to cause a concern to the Board over the level of Part I violent crime for the location.~~

~~–(H) The data and testimony must be in the form of an affidavit from the most qualified person as described in subclause (IV) of this clause. Evidence~~evidence may be based on violent crime data from the city’s police department or county sheriff’s department, as applicable based on the location of the Development, for the police beat or patrol area within which the Development Site is located, based on the population of the police beat or patrol area that yields a crime rate below the threshold indicated in this section or that would yield a crime rate below the threshold indicated in this section by the time the Development is placed into service. The instances of violent crimes within the police beat or patrol area that encompass the census tract, calculated based on the population of the census tract, may also be used. A map plotting all instances of violent crimes within a one-half mile radius of the Development Site may also be submitted, provided that it reflects that the crimes identified are not at a level that would warrant an ongoing concern. The data must include incidents reported during the entire 2017 and 2018 calendar year. Violent crimes reported through the date of Application submission must be requested by staff as part of the assessment performed under subparagraph (C) of this paragraph. A written statement from the most qualified person (i.e. Chief of Police or Sherriff (as applicable) or the police officer/detective for the police beat or patrol area containing the proposed Development Site), including a description of efforts by such enforcement agency addressing issues of crime and the results of their efforts must be provided, and depending on the data provided by the Applicant, such written statement may be required, as determined by staff. It is expected that such written statement would also speak to whether there is a reasonable expectation that based on the efforts underway crime data reflects a favorable downward trend. For Rehabilitation or Reconstruction Developments, to the extent that the high level of criminal activity is concentrated at the Development Site, documentation may be submitted to indicate such issue(s) could be remedied by the proposed Development. Evidence of such remediation should go beyond what would be considered a typical scope of work and should include a security plan, partnerships with external agencies, or other efforts to be implemented that would deter criminal activity. Information on whether such security features have been successful at any of the Applicant’s existing properties should also be submitted, if applicable.

~~–(IV) The most qualified person is the Chief of Police or his/her designee, in the case of a municipality or other unit of local government that has a police department; or the Sheriff or his/her designee, in the case of an area not within a municipality or served by a police department.~~

(iii) Evidence of mitigation efforts to address blight or abandonment may include new construction in the area already underway that evidences public and/or private investment. Acceptable mitigation to address extensive blight should include a plan, ~~including an adequately funded budget,~~ whereby it is contemplated such blight and/or infestation will have been remediated within no more than two years from the date of the award and that a responsible party will use the blighted property in a manner that complies with local ordinances. In instances where blight exists but may only include a few properties, mitigation efforts could include partnerships with local agencies to engage in community-wide clean-up efforts, or other efforts to address the overall condition of the neighborhood.

(iv) Evidence of mitigation for all of the schools in the attendance zone that have not achieved Met Standard ~~may will~~ include, but is not limited to, ~~jointly~~ satisfying the requirements of

~~subclauses (I) and (IVH) of this clause; meeting the requirements of subelause (III) of this clause if the school that has not achieved Met Standard is an elementary school; or meeting the requirements of subelause (IV) of this clause if the school that has not achieved Met Standard is either a middle school or a high school.~~

(I) documentation from a person authorized to speak on behalf of the school district with oversight of the school in question that indicates the specific plans in place and current progress towards meeting the goals and performance objectives identified in the Campus Improvement Plan and in restoring the school(s) to an acceptable rating status. The documentation ~~should~~must include actual data from progress already made under such plan(s) to date demonstrating favorable trends and should speak to~~must provide~~ the authorized persons assessment that the plan(s) and the data supports a reasonable conclusion that the school(s) will have an acceptable rating by the time the proposed Development places into service. ~~within the following two year period. The authorized person must also make a representation that they have been in regular communication with the Texas Education Agency, which has confirmed to the authorized person that it finds their assessment reasonable.~~ The letter should, to the extent applicable, identify the efforts that have been undertaken to increase student performance, decrease mobility rate, benchmarks for re-evaluation, increased parental involvement, plans for school expansion, plans to implement early childhood education, and long-term trends that would point toward their achieving Met Standard by the time the Development is placed in service. The letter from such education professional should also speak to why they believe the staff tasked with carrying out the plan will be successful at making progress towards acceptable student performance considering that prior Campus Improvement Plans were unable to do so. Such assessment could include whether the team involved has employed similar strategies at prior schools and were successful.

(II) The school district has confirmed that a school age person at the proposed Development Site may, as a matter of right, attend a school in the District that has a Met Standard rating or better, and the Applicant has committed that if the school district will not provide no-cost transportation to such a school, the Applicant will provide such no-cost transportation until such time as the school(s) in whose primary attendance zone(s) the proposed Development Site is located have all achieved a Met Standard rating or better.

(III) The Applicant provides evidence that it has entered into agreement with the applicable school district or elementary school that has not achieved Met Standard, a Head Start provider with capacity in their charter, or a charter school provider to provide suitable and appropriately designed space on-site for the provision of an early childhood pre-K program at no cost to residents of the proposed Development. Suitable and appropriately designed space includes at a minimum a bathroom and large closet in the classroom space, appropriate design considerations made for the safety and security of the students, and satisfaction of the requirements of the applicable building code for school facilities. Such provision must be made available to the school or provider, as applicable, until the later of the elementary school that had not Met Standard achieving an acceptable rating, or the school or provider electing to end the agreement. If a charter school or Head Start provider is the provider in the named agreement and that provider becomes defunct or no longer elects to participate in the agreement prior to the achievement of a Met Standard rating, the Development Owner must document their attempt to identify an alternate agreement with one of the other acceptable provider choices. However if the contracted provider is the school district or the school who is lacking the Met Standard rating and they elect to end the agreement prior to the achievement of a Met Standard rating, the Development will not be considered to be in violation of its commitment to the Department.

(IV) The Applicant has committed that until such time that the school(s) that had not Met

Standard have achieved an acceptable rating it will operate an after school learning center that offers at a minimum 15 hours of weekly, organized, on-site educational services provided middle and high school children by a dedicated service coordinator or Third-Party entity which includes at a minimum: homework assistance, tutoring, test preparation, assessment of skill deficiencies and provision of assistance in remediation of those deficiencies (e.g., if reading below grade level is identified for a student, tutoring in reading skills is provided), research and writing skills, providing a consistent weekly schedule, provides for the ability to tailor assistance to the age and education levels of those in attendance, and other evidence-based approaches and activities that are designed to augment classroom performance. Up to twenty percent of the activities offered may also include other enrichment activities such as music, art, or technology.

(E) In order for the Development Site to be found eligible by the Board, despite the existence of neighborhood risk factors, the Board must find, based on testimony and data from the most appropriate professional with knowledge and details regarding the neighborhood risk factor(s) or based, that the use of Department funds at the Development Site must be consistent with achieving the goals in clauses (i) - (iii) of this subparagraph. Pursuant to Tex. Gov't Code Chapter 2306, the Board shall document the reasons for a determination of eligibility that conflicts with the recommendations made by staff.

(i) Preservation of existing occupied affordable housing units to ensure they are safe and suitable or the new construction of high quality affordable housing units that are subject to federal rent or income restrictions; and

(ii) Determination that the risk factor(s) that has been disclosed are not of such a nature or severity that should render the Development Site ineligible based on the assessment and mitigation provided under subparagraphs (C) and (D) of this paragraph; or

(iii) The Applicant has requested a waiver of the presence of neighborhood risk factors on the basis that the Development is necessary to enable the state, a participating jurisdiction, or an entitlement community to comply with its obligation to affirmatively further fair housing, a HUD approved Conciliation Agreement, or a final and non-appealable court order and such documentation is submitted with the disclosure

(b) Development Requirements and Restrictions. The purpose of this section is to identify specific restrictions on a proposed Development submitted for multifamily funding by the Department.

(1) Ineligible Developments. A Development shall be ineligible if any of the criteria in subparagraphs (A) or (B) of this paragraph are deemed to apply.

(A) General Ineligibility Criteria.

(i) Developments such as hospitals, nursing homes, trailer parks, dormitories (or other buildings that will be predominantly occupied by students) or other facilities that are usually classified as transient housing (as provided in Code §42(i)(3)(B)(iii) and (iv));

(ii) Any Development with any building(s) with four or more stories that does not include an elevator;

(iii) A Housing Tax Credit Development that provides on-site continual or frequent nursing, medical, or psychiatric services. Refer to IRS Revenue Ruling 98-47 for clarification of assisted living;

(iv) A Development that violates §1.15 of this title (relating to Integrated Housing Rule);

(v) A Development seeking Housing Tax Credits that will not meet the general public use requirement under Treasury Regulation, §1.42-9 or a documented exception thereto; or

(vi) A Development utilizing a Direct Loan that is subject to the Housing and Community Development Act, §104(d) requirements and proposing Rehabilitation or Reconstruction, if the Applicant is not proposing at least the one-for-one replacement of the existing Unit mix. Adding additional units would not violate this provision.

(B) Ineligibility of Elderly Developments.

(i) Any Elderly Development of two stories or more that does not include elevator service for any Units or Common Areas above the ground floor;

(ii) Any Elderly Development with any Units having more than two Bedrooms with the exception of up to three employee Units reserved for the use of the manager, maintenance, and/or security officer. These employee Units must be specifically designated as such; or

(iii) Any Elderly Development (including Elderly in a Rural Area) proposing more than 70 percent two-Bedroom Units.

(2) Development Size Limitations. The minimum Development size is 16 Units. New Construction or Adaptive Reuse Developments in Rural Areas are limited to a maximum of 80 total Units for Competitive Housing Tax Credit Developments and Multifamily Loan Developments, and are limited to a maximum of 120 total Units for Tax Exempt Bond Developments. Other Developments do not have a limitation as to the maximum number of Units.

(3) Rehabilitation Costs. Developments involving Rehabilitation must establish a scope of work that will substantially improve the interiors of all units and exterior deferred maintenance and meet the minimum Rehabilitation amounts identified in subparagraphs (A) – (C) of this paragraph. Such amounts must be maintained through the issuance of IRS Forms 8609. For Developments with multiple buildings that have varying placed in service dates, the earliest date will be used for purposes of establishing the minimum Rehabilitation amounts. Applications must meet the minimum standards identified in subparagraphs (A), (B) or (C) of this paragraph, ~~as applicable, or may alternatively meet the standards described in subparagraph (D) of this paragraph, in which case the minimums identified in (A), (B), or (C), are not applicable.~~

(A) For Housing Tax Credit Developments under the USDA Set-Aside the minimum Rehabilitation will involve at least \$25,000 per Unit in Building Costs and Site Work;

(B) For Tax-Exempt Bond Developments, less than twenty (20) years old, based on the placed in service date, the minimum Rehabilitation will involve at least \$20,000 per Unit in Building Costs and Site Work. If such Developments are greater than twenty (20) years old, based on the placed in service date, the minimum Rehabilitation will involve at least \$30,000 per Unit in Building Costs and Site Work; or

(C) For all other Developments, the minimum Rehabilitation will involve at least \$30,000 per Unit in Building Costs and Site Work.

~~(D) In lieu of meeting the minimum thresholds identified in subparagraphs (A), (B) or (C) of this paragraph an Applicant may elect to design their Rehabilitation such that it satisfied all of the criteria listed in clauses (i) through (xxix)~~

- ~~–(i) Address fully all critical need matters identified in the Property Condition Assessment;~~
- ~~–(ii) Ensure that all buildings have stable foundations and effective and compliant drainage;~~
- ~~–(iii) All buildings have roofing with a functional life remaining, after rehabilitation, of at least 10 years;~~
- ~~–(iv) New HVAC units unless the existing HVAC units are less than 8 years old;~~
- ~~–(v) Have electrical systems with at least two electrical outlets per room;~~

- ~~-(vi) Remove all popcorn texture on ceilings (unless asbestos encapsulation required);~~
- ~~-(vii) Ensure that all wall texture is in like new condition, consistent texture throughout with no obvious repairs showing;~~
- ~~-(viii) Replace all baseboards and door trim;~~
- ~~-(ix) Have new entry and interior paneled doors and door hardware;~~
- ~~-(x) New energy-efficient windows (low-e on any windows with afternoon sun exposure) with solar screens;~~
- ~~-(xi) All cracked or damaged stair treads replaced;~~
- ~~-(xii) New or like new condition guardrails and exterior railings;~~
- ~~-(xiii) Have new kitchen and bathroom cabinets, counters, and fixtures;~~
- ~~-(xiv) Have LED lighting;~~
- ~~-(xv) Have a new hot water heater for each unit;~~
- ~~-(xvi) Have newly resurfaced and striped parking and on property roads that are in compliance with all accessibility requirements;~~
- ~~-(xvii) Have new Energy Star or equivalent appliances;~~
- ~~-(xviii) Have low flow plumbing including showers and toilets;~~
- ~~-(xix) Have internet connectivity in all units;~~
- ~~-(xx) Have new security fencing or fencing brought to like new condition;~~
- ~~-(xxi) All outdoor playground equipment is fully covered;~~
- ~~-(xxii) All units include mini-blinds on all windows;~~
- ~~-(xxiii) Building exteriors to be in like new condition with no obvious repairs;~~
- ~~-(xxiv) Attic insulation of at least R38 specification and includes a radiant barrier;~~
- ~~-(xxv) New building, parking and site signage;~~
- ~~-(xxvi) Hardwired smoke and carbon monoxide detectors;~~
- ~~-(xxvii) Fire suppression sprinklers (unless structurally not possible);~~
- ~~-(xxviii) Exterior lighting that illuminates all parking and walkway areas; and~~
- ~~-(xxix) Complies with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act.~~

(4) Mandatory Development Amenities. (§2306.187) New Construction, Reconstruction or Adaptive Reuse Units must include all of the amenities in subparagraphs (A) - (N) of this paragraph. Rehabilitation (excluding Reconstruction) Developments must provide the amenities in subparagraphs (D) - (N) of this paragraph unless stated otherwise. Supportive Housing Developments are not required to provide the amenities in subparagraph (B), (E), (F), (G), (I), (L), or (M) of this paragraph; however, access must be provided to a comparable amenity in a Common Area. All amenities listed below must be at no charge to the residents. Residents must be provided written notice of the applicable required amenities for the Development. The Board may waive one or more of the requirements of this paragraph for Developments that will include Historic Tax Credits, with evidence that the amenity has not be approved by the Texas Historical Commission.

(A) All Bedrooms, the dining room and living room in Units must be wired with current cabling technology for data and phone;

(B) Laundry connections;

(C) Exhaust/vent fans (vented to the outside) in the bathrooms;

(D) Screens on all operable windows;

(E) Disposal and Energy-Star rated dishwasher (not required for USDA; Rehabilitation Developments exempt from dishwasher if one was not originally in the Unit);

(F) Energy-Star rated refrigerator;

- (G) Oven/Range;
- (H) Blinds or window coverings for all windows;
- (I) At least one Energy-Star rated ceiling fan per Unit;
- (J) Energy-Star rated lighting in all Units ~~which must include compact fluorescent or LED light bulbs~~;
- (K) All areas of the Unit (excluding exterior storage space on an outdoor patio/balcony) must have heating and air-conditioning;
- (L) Adequate parking spaces consistent with local code, unless there is no local code, in which case the requirement would be one and a half (1.5) spaces per Unit for non- Elderly Developments and one (1) space per Unit for Elderly Developments. The minimum number of required spaces must be available to the tenants at no cost. If parking requirements under local code rely on car sharing or similar arrangements, the LURA will require the Owner to provide the service at no cost to the tenants throughout its term;
- (M) Energy-Star rated windows (for Rehabilitation Developments, only if windows are planned to be replaced as part of the scope of work);
- (N) Adequate accessible parking spaces consistent with the requirements of the 2010 ADA Standards with the exceptions listed in "Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities" 79 FR 29671, and if covered by the Fair Housing Act, HUD's Fair Housing Act Design Manual.

(5) Common Amenities.

(A) All Developments must include sufficient common amenities as described in subparagraph (C) of this paragraph to qualify for at least the minimum number of points required in accordance with clauses (i) - (vi) of this subparagraph.

- (i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for seven (7) points;
- (iii) Developments with 77 to 99 Units must qualify for ten (10) points;
- (iv) Developments with 100 to 149 Units must qualify for fourteen (14) points;
- (v) Developments with 150 to 199 Units must qualify for eighteen (18) points; or
- (vi) Developments with 200 or more Units must qualify for twenty-two (22) points.

(B) These points are not associated with any selection criteria points. The amenities must be for the benefit of all residents and made available throughout normal business hours and maintained throughout the Affordability Period. Residents must be provided written notice of the elections made by the Development Owner. If fees or deposits in addition to rent are charged for amenities, then the amenity may not be included among those provided to satisfy the requirement. All amenities must meet all applicable accessibility standards, including those adopted by the Department, and where a specific space or size requirement for a listed amenity is not specified then the amenity must be reasonably adequate based on the Development size. Applications for non-contiguous scattered site housing, excluding non-contiguous single family sites, will have the test applied based on the number of Units per individual site and the amenities selected must be distributed proportionately across all sites. In the case of additional phases of a Development any amenities that are anticipated to be shared with the first phase development cannot be claimed for purposes of meeting this requirement for the second phase. The second phase must include enough points to meet this requirement that are provided on the

Development Site. For example, if a swimming pool exists on the phase one Property and it is anticipated that the second phase tenants will be allowed to use it, the swimming pool cannot be claimed for points for purposes of this requirement for the second phase Development. All amenities must be available to all units via an accessible route.

(C) The common amenities and respective point values are set out in clauses (i) - (v) of this subparagraph, which are grouped primarily for organizational purposes. Applicants are not required to select a specific number of amenities from each section. An Applicant can only count an amenity once; therefore combined functions (a library which is part of a community room) will only qualify for points under one category:

(i) Community Space for Resident Supportive Services

(I) Multifunctional learning and care center(s) or conference room(s) with the appropriate furnishings to deliver the Resident Supportive Services pertaining to classes or care for ~~adults and/or~~ children and selected by the Development Owner. The room(s) devoted to meeting this requirement must equal 15 square feet times the total number of Units, but need not exceed 2,000 square feet in total. It must be separate from any other community space but may include a full kitchen. The room(s) must include storage space, such as closets and/or cabinetry (4 points);

(II) Multifunctional learning and care center(s) or conference room(s) with the appropriate furnishings to deliver the Resident Supportive Services pertaining to classes or care for adults and selected by the Development Owner. The room(s) devoted to meeting this requirement must equal 10 square feet times the total number of Units, but need not exceed 1,000 square feet in total. It must be separate from any other community space but may include a full kitchen. The room(s) must include storage space, such as closets and/or cabinetry (2 points);

(III) Service provider office in addition to leasing offices (1 point);

(ii) Safety

(I) Controlled gate access for entrance and exit areas, intended to provide access that is limited to the Development's tenancy (1 point);

(II) Secured Entry (applicable only if all Unit entries are within the building's interior) (1 point);

(III) Twenty-four hour, seven days a week monitored camera/security system in each building. Monitoring may be on-site or off-site (2 points);

(IV) Twenty-four hour, seven days a week recorded camera / security system in each building (1 point);

(V) The provision of a courtesy patrol service that, at a minimum, answers after-hour resident phone calls regarding noise and crime concerns or apartment rules violations and that can dispatch to the apartment community a courtesy patrol officer in a timely manner (3 points);

(iii) Health/Fitness / Play

(I) Accessible walking/jogging path, equivalent to the perimeter of the Development or a length that reasonably achieves the same result, separate from a sidewalk and in addition to required accessible routes to Units or other amenities (1 point);

(II) Furnished fitness center. Equipped with a variety of fitness equipment ~~that includes~~ at least one ~~of the following item~~ for every 40 Units). Choose from the following: stationary bicycle, elliptical trainer, treadmill, rowing machine, universal gym, multi-functional weight bench, stair-climber, dumbbell set, or other similar equipment. Equipment shall be commercial use grade or quality. Fitness center must be located indoors or be a designated room with climate control and

allow for after-hours access. (1 point);

(III) Furnished fitness center. Equipped with a variety of fitness equipment ~~that (includes~~ at least one ~~of the following item~~ for every 20 Units). Choose from the following: stationary bicycle, elliptical trainer, treadmill, rowing machine, universal gym, multi-functional weight bench, stair-climber, dumbbell set, or other similar equipment. Equipment shall be commercial use grade or quality. Fitness center must be located indoors or be a designated room with climate control and allow for after-hours access. (2 points);

IV) One Children's Playscape Equipped for 5 to 12 year olds, or one Tot Lot (2 points). Must be covered with a shade canopy or awning, intended to keep equipment cool, provide shade and ultraviolet protection. Can only select this item if clause (V) of this subparagraph is not selected; or

(V) Two Children's Playscapes Equipped for 5 to 12 year olds, two Tot Lots, or one of each (4 points). Must be covered with a shade canopy or awning, intended to keep equipment cool, provide shade and ultraviolet protection. Can only select this item if clause (IV) of this subparagraph is not selected;

(VI) Horseshoe pit; putting green; shuffleboard court; pool table; or ping pong table in a dedicated location accessible to all residents to play such games (1 point);

(VII) Swimming pool (3 points);

(VIII) Splash pad/water feature play area (1 point);

(IX) Sport Court or field (including, but not limited to, Tennis, Basketball, ~~or~~ Volleyball, Soccer or Baseball Field) (2 points);

(iv) Design / Landscaping

(I) Full perimeter fencing that includes parking areas and all amenities (excludes guest or general public parking areas) (2 points);

(II) Enclosed community sun porch or covered community porch/patio (1 point);

(III) Dog Park area that is fully enclosed (the perimeter fencing may be used for part of the enclosure) and intended for tenant owned dogs to run off leash (requires that the Development allow dogs) (1 point);

(IV) Shaded rooftop or structural viewing deck of at least 500 square feet (2 points);

(V) Porte-cochere (1 point);

(VI) Lighted pathways along all accessible routes (1 point);

(VII) a resident-run community garden with annual soil preparation and mulch provided by the Owner and access to water (which may be subject to local water usage restrictions) (1 point);

(v) Community Resources

(I) Gazebo or covered pavilion w/sitting area (seating must be provided) (1 point);

(II) Community laundry room with at least one washer and dryer for every 40 Units (2 points);

(III) Barbecue grill and picnic table with at least one of each for every 50 Units (1 point). Grill must be permanently installed (no portable grills);

(IV) Business center with workstations and seating internet access, 1 ~~laser~~ printer and at least one scanner which may be integrated with the printer, and either 2 desktop computers or laptops

available to check-out upon request (2 points);

(V) Furnished Community room (2 points);

(VI) Library with an accessible sitting area (separate from the community room) (1 point);

(VII) Activity Room stocked with supplies (Arts and Crafts, board games, etc.) (2 points);

(VIII) Community Dining Room with full or warming kitchen furnished with adequate tables and seating (3 points);

(IX) Community Theater Room equipped with a 52 inch or larger screen or projection with surround sound equipment; DVD player or a streaming service at no cost to residents; and seating (3 points);

(X) High-speed Wi-Fi of 10 Mbps download speed or more with coverage throughout the clubhouse and/or community building (1 point);

(XI) High-speed Wi-Fi of 10 Mbps download speed or more with coverage throughout the Development (2 points);

(XII) Bicycle parking that allows for, at a minimum, 1 bicycle for every 5 Units, within reasonable proximity to each residential building that allows for bicycles to be secured with lock (lock not required to be provided to tenant) (1 point);

(XIII) Package Lockers. Automated Package Lockers provided at a location within the complex that can be accessed by residents 24/7 and at no charge to the resident. To qualify, there would need to be at least 1 locker for every 8 residential units (2 points).

(6) Unit Requirements.

(A) Unit Sizes. Developments proposing New Construction or Reconstruction will be required to meet the minimum sizes of Units as provided in clauses (i) - (v) of this subparagraph. These minimum requirements are not associated with any selection criteria. Developments proposing Rehabilitation (excluding Reconstruction) or Supportive Housing Developments will not be subject to the requirements of this subparagraph.

(i) five hundred (500) square feet for an Efficiency Unit;

(ii) six hundred (600) square feet for a one Bedroom Unit;

(iii) eight hundred (800) square feet for a two Bedroom Unit;

(iv) one thousand (1,000) square feet for a three Bedroom Unit; and

(v) one thousand, two-hundred (1,200) square feet for a four Bedroom Unit.

(B) Unit and Development Construction Features. Housing Tax Credit Applicants may select amenities for the score of an Application under this section, but must maintain the points associated with those amenities by maintaining the amenity selected or providing substitute amenities with equal or higher point values. Tax-Exempt Bond Developments must include enough amenities to meet a minimum of nine (9) points. Direct Loan Applications not layered with Housing Tax Credits must include enough amenities to meet a minimum of four (4) points. The amenity shall be for every Unit at no extra charge to the tenant. The points selected at Application and corresponding list of amenities will be required to be identified in the LURA, and the points selected at Application must be maintained throughout the Affordability Period. Applications involving scattered site Developments must have a specific amenity located within each Unit to count for points. Rehabilitation Developments will start with a base score of five (5)

points and Supportive Housing Developments will start with a base score of five (5) points.

(i) Unit Features

- (I) Covered entries (0.5 point);
- (II) Nine foot ceilings in living room and all Bedrooms (at minimum) (1 point);
- (III) Microwave ovens (0.5 point);
- (IV) Self-cleaning or continuous cleaning ovens (0.5 point);
- (V) ~~Energy-Star rated refrigerator~~ Refrigerator with icemaker (0.5 point);
- (VI) Storage room or closet, of approximately 9 square feet or greater, separate from and in addition to Bedroom, entryway or linen closets and which does not need to be in the Unit but must be on the Property site (0.5 point);
- (VII) Energy-Star qualified laundry equipment (washers and dryers) for each individual Unit; must be front loading washer and dryer in required accessible Units (2 points);
- (VIII) Covered patios or covered balconies (0.5 point);
- (IX) High Speed Internet service to all Units (can be wired or wireless; required equipment for either must be provided) (1 point);
- (X) Built-in (recessed into the wall) shelving unit (0.5 point);
- (XI) Recessed LED lighting or LED lighting fixtures in kitchen and living areas (1 point);
- (XII) Breakfast Bar (a space, generally between the kitchen and dining area, that includes an area for seating although actual seating such as bar stools does not have to be provided) (0.5 point);
- (XIII) Walk-in closet in at least one Bedroom (0.5 point);
- (XIV) ~~Energy-Star rating ceiling~~ Ceiling fans in all Bedrooms (0.5 point);
- (XV) 48" upper kitchen cabinets (1 point);
- (XVI) Kitchen island (0.5 points);
- (XVII) Kitchen pantry with shelving (may include the washer/dryer unit for Rehabilitation Developments only) (0.5 point);
- (XVIII) EPA WaterSense or equivalent qualified toilets in all bathrooms (0.5 point);
- (XIX) EPA WaterSense or equivalent qualified showerheads and faucets in all bathrooms (0.5 point);
- (XX) Natural stone or quartz countertops in kitchen and bath (1 point);
- (XXI) Double vanity in at least one bathroom (0.5 point);
- (XXII) Hard floor surfaces in over 50% of unit NRA (0.5 point).

(ii) Development Construction Features

- (I) Covered parking (may be garages or carports, attached or freestanding) and include at least one covered space per Unit (1.5 points);
- (II) 15 SEER HVAC (~~or greater~~) or for Rehabilitation (excluding Reconstruction) where such systems are not being replaced as part of the scope of work, a radiant barrier in the attic is provided, or in applicable regions of the state, an efficient evaporative cooling system (1.5 points);
- (III) 16 SEER HVAC or for Rehabilitation (excluding Reconstruction) where such systems are

not being replaced as part of the scope of work, a radiant barrier in the attic is provided, or in applicable regions of the state, an efficient evaporative cooling system (1.5 points);

(~~IV~~H) Thirty (30) year roof (0.5 point);

(~~F~~V) Greater than 30 percent stucco or masonry (includes stone, cultured stone, and brick but excludes cementitious and metal siding) on all building exteriors; the percentage calculation may exclude exterior glass entirely (2 points);

(~~VI~~) Electric Vehicle Charging Station (0.5 points); and

(~~VII~~) An Impact Isolation Class (“IIC”) rating of at least 55 and a Sound Transmission Class (“STC”) rating of 60 or higher in all Units, as certified by the architect or engineer of record (3 points)

(~~VIII~~) Green Building Features. Points under this item are intended to promote energy and water conservation, operational savings and sustainable building practices. Points may be selected from only one of three categories: Enterprise Green Communities, Leadership in Energy and Environmental Design (LEED), and ICC 700 National Green Building Standard. A Development may qualify for no more than four (4) points total under this subclause. If the Development involves scattered sites, there must be green building features incorporated into each site in order to qualify for these points.

(-a-) Enterprise Green Communities. The Development must incorporate all mandatory and optional items applicable to the construction type (i.e. New Construction, Rehabilitation, etc.) as provided in the most recent version of the Enterprise Green Communities Criteria found at <http://www.greencommunitiesonline.org>.

(-b-) LEED. The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a LEED Certification, regardless of the rating level achieved (i.e., Certified, Silver, Gold or Platinum).

(-c-) ICC/~~ASHRAE~~ - 700 National Green Building Standard. The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a ~~NAHB-NGBS~~ Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).

(7) Resident Supportive Services. The supportive services include those listed in subparagraphs (A) - (E) of this paragraph, which are grouped primarily for organizational purposes. Applicants are not required to select a specific number of services from each section. Tax Exempt Bond Developments must select a minimum of eight (8) points; Direct Loan Applications not layered with Housing Tax Credits must include enough services to meet a minimum of four (4) points. The points selected and complete list of supportive services will be included in the LURA and the timeframe by which services are offered must be in accordance with §10.619 of this title (relating to Monitoring for Social Services) and maintained throughout the Affordability Period. The Owner may change, from time to time, the services offered; however, the overall points as selected at Application must remain the same. The services provided should be those that will directly benefit the Target Population of the Development. Residents must be provided written notice of the elections made by the Development Owner. No fees may be charged to the residents for any of the services, there must be adequate space for the intended services and services offered should be accessible to all (e.g. exercises classes must be offered in a manner that would enable a person with a disability to participate). Services must be provided on-site or transportation to those off-site services identified on the list must be provided. The same service may not be used for more than one scoring item. These services are intended to be provided by a qualified and reputable provider in the specified industry such that the experience and background of the provider demonstrates sufficient knowledge to be providing the service. In

general, on-site leasing staff or property maintenance staff would not be considered a qualified provider. Where applicable, the services must be documented by a written agreement with the provider. Unless otherwise noted in a particular clause, courses and services must be offered by an onsite instructor(s).

(A) Transportation Supportive Services

(i) shuttle, at least three days a week, to a grocery store and pharmacy and/or a major, big-box retailer that includes a grocery store and pharmacy, OR a daily shuttle, during the school year, to and from nearby schools not served by a school bus system for children who live at the Development (3.5 points);

(ii) monthly transportation to community/social events such as mall trips, community theatre, bowling, organized tours, etc. (1 point);

(B) Children Supportive Services

(i) 12 hours of weekly, organized, on-site services provided to K-12 children by a dedicated service coordinator or third-party entity. Services include after-school and summer care and tutoring, recreational activities, mentee opportunities, test preparation, and similar activities that promote the betterment and growth of children and young adults (3.5 points);

(C) Adult Supportive Services

(i) 4 hours of weekly, organized, on-site classes provided to an adult audience by persons skilled or trained in the subject matter being presented, such as character building programs, English as a second language classes, [computer training](#), financial literacy courses, health education courses, certification courses, GED preparation classes, resume and interview preparatory classes, general presentations about community services and resources, and any other course, class, or presentation that may equip residents with new skills that they may wish to develop (3.5 points);

(ii) annual income tax preparation (offered by an income tax prep service) or IRS-certified VITA (Volunteer Income Tax Assistance) program (offered by a qualified individual) that also emphasizes how to claim the Earned Income Tax Credit (1 point);

(iii) contracted career training and placement partnerships with local worksorce offices, culinary programs, or vocational counseling services; also resident training programs that train and hire residents for job opportunities inside the development in areas like leasing, tenant services, maintenance, landscaping, or food and beverage operation (2 points);

(iv) external partnerships for provision of weekly substance abuse meetings at the Development Site (1 point);

(D) Health Supportive Services

(i) Food pantry consisting of an assortment of non-perishable food items and common household items (i.e. laundry detergent, toiletries, etc.) accessible to residents at least on a monthly basis or upon request by a resident. While it is possible that transportation may be provided to a local food bank to meet the requirement of this resident service, the resident must not be required to pay for the items they receive at the food bank (2 points);

(ii) annual health fair provided by a health care professional(1 point);

(iii) weekly exercise classes (offered at times when most residents would be likely to attend) (2 points);

(iv) contracted onsite occupational or physical therapy services for Elderly Developments or Developments where the service is provided for Persons with Disabilities and documentation to that effect can be provided for monitoring purposes (2 points);

(E) Community Supportive Services

- (i) partnership with local law enforcement and/or local first responders to provide quarterly on-site social and interactive activities intended to foster relationships with residents (such activities could include playing sports, having a cook-out, swimming, card games, etc.) (2 points);
- (ii) Notary Services during regular business hours (§2306.6710(b)(3)) (1 point);
- (iii) twice monthly arts, crafts, and other recreational activities (*e.g.* Book Clubs and creative writing classes) (1 point);
- (iv) twice monthly on-site social events (i.e. potluck dinners, game night, sing-a-longs, movie nights, birthday parties, holiday celebrations, etc.) (1 point);
- (v) specific case management services offered by a qualified Owner or Developer, qualified provider or through external, contracted parties for seniors, Persons with Disabilities or Supportive Housing (3 points);
- (vi) weekly home chore services (such as valet trash removal, assistance with recycling, furniture movement, etc., and quarterly preventative maintenance including light bulb replacement) for Elderly Developments or Developments where the service is provided for Persons with Disabilities and documentation to that effect can be provided for monitoring purposes (2 points);
- (vii) any of the programs described under Title IV-A of the Social Security Act (42 U.S.C. §§601, et seq.) which enables children to be cared for in their homes or the homes of relatives; ends the dependence of needy families on government benefits by promoting job preparation, work and marriage; prevents and reduces the incidence of unplanned pregnancies; and encourages the formation and maintenance of two-parent families (1 point);
- (viii) a part-time resident services coordinator with a dedicated office space at the Development or a contract with a third-party to provide the equivalent of 15 hours or more of weekly resident supportive services at the Development (2 points);
- (ix) provision, by either the Development Owner or a community partner, of an education tuition- or savings-match program or scholarships to residents who may attend college (2 points).

(8) Development Accessibility Requirements. All Developments must meet all specifications and accessibility requirements as identified in subparagraphs (A) - (C) of this paragraph and any other applicable state or federal rules and requirements. The accessibility requirements are further identified in the Certification of Development Owner as provided in the Application.

(A) The Development shall comply with the accessibility requirements under Federal law and as further defined in Chapter 1, Subchapter B of this title (relating to Accessibility Requirements). (§§2306.6722; 2306.6730)

(B) Regardless of building type, all Units accessed by the ground floor or by elevator (“affected units”) must comply with the visitability requirements in clauses (i) – (iii) of this subparagraph. Design specifications for each item must comply with the standards of the Fair Housing Act Design Manual. Buildings occupied for residential use on or before March 13, 1991 are exempt from this requirement. If the townhome Units of a Rehabilitation Development do not have a bathroom on the ground floor, the Applicant will not be required to add a bathroom to meet the requirements of 10 TAC §11.101(b)(8)(B)(iii).

- (i) All common use facilities must be in compliance with the Fair Housing Design Act Manual;
- (ii) To the extent required by the Fair Housing Design Act Manual, there must be an accessible or exempt route from common use facilities to the affected units;
- (iii) Each affected unit must include the features in subclauses (I) – (V) of this clause.

- (I) at least one zero-step, accessible entrance;
 - (II) at least one bathroom or half-bath with toilet and sink on the entry level. The layout of this bathroom or half-bath must comply with one of the specifications set forth in the Fair Housing Act Design Manual;
 - (III) the bathroom or half-bath must have the appropriate blocking relative to the toilet for the later installation of a grab bar, if ever requested by the tenant of that Unit;
 - (IV) there must be an accessible route from the entrance to the bathroom or half-bath, and the entrance and bathroom must provide usable width; and
 - (V) light switches, electrical outlets, and thermostats on the entry level must be at accessible heights.
- (C) The Development Owner is and will remain in compliance with state and federal laws, including but not limited to, fair housing laws, including Chapter 301, Property Code, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), the Fair Housing Amendments Act of 1988 (42 U.S.C. §§3601 et seq.); the Civil Rights Act of 1964 (42 U.S.C. §§2000a et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 et seq.); the Rehabilitation Act of 1973 (29 U.S.C. §§701 et seq.); Fair Housing Accessibility; the Texas Fair Housing Act; and that the Development is designed consistent with the Fair Housing Act Design Manual produced by HUD, and the Texas Accessibility Standards. (§2306.257; §2306.6705(7))
- (D) All Applications proposing Rehabilitation (including Reconstruction) will be treated as substantial alteration, in accordance with Chapter 1, Subchapter B of this title (relating to Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act).
- (E) For all Developments other than Direct Loan Developments, for the purposes of determining the appropriate distribution of accessible Units across Unit Types, only the number of Bedrooms and full bathrooms will be used to define the Unit Type, but accessible Units must have an equal or greater square footage than the square footage offered in the smallest non-accessible Unit with the same number of Bedrooms and full bathrooms. For Direct Loan Developments, for purposes of determining the appropriate distribution of accessible Units across Unit Types, the definition of Unit Type will be used.
- (F) Alternative methods of calculating the number of accessible Units required in a Development must be approved by the Department prior to award or allocation.

Subchapter C - Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules

§11.201. Procedural Requirements for Application Submission. This subchapter establishes the procedural requirements for Application submission. Only one Application may be submitted for a Development Site in an Application Round. While the Application Acceptance Period is open or prior to the Application deadline, an Applicant may withdraw an Application and subsequently file a new Application utilizing the original pre-application fee (as applicable) that was paid as long as no substantive evaluation was performed by the Department and the re-submitted Application relates to the same Development Site, consistent with §11.9(e)(3) regarding pre-application Site changes. Applicants are subject to the schedule of fees as set forth in §11.901 of this chapter (relating to Fee Schedule). ~~When providing a pre-application, Application (or notices thereof), or other materials to a state representative, local governmental body, Neighborhood Organization, or anyone else to secure support or approval that may affect the Applicant's competitive posture, an Applicant must disclose that in accordance with the Department's rules aspects of the Development may not yet have been determined or selected or may be subject to change, such as changes in the amenities ultimately selected and provided.~~

(1) General Requirements.

(A) An Applicant requesting funding from the Department must submit an Application in order to be considered for an award. An Application must be complete (including all required exhibits and supporting materials) and submitted by the required program deadline. If an Application, including the corresponding Application fee as described in §11.901 of this chapter, is not submitted to the Department on or before the applicable deadline, the Applicant will be deemed not to have made an Application; provided, however, that errors in the calculation of applicable fees may be cured via an Administrative Deficiency. The deficiency period for curing fee errors will be three business days and may not be extended. Failure to cure such an error timely will be grounds for termination.

(B) Applying for multifamily funds from the Department is a technical process that must be followed completely. As a result of the competitive nature of some funding sources, an Applicant should proceed on the assumption that deadlines are fixed and firm with respect to both date and time and cannot be waived except where authorized and for truly extraordinary circumstances, such as the occurrence of a significant natural disaster that makes timely adherence impossible. If an Applicant chooses to submit by delivering an item physically to the Department, it is the Applicant's responsibility to be within the Department's doors by the appointed deadline. Applicants are strongly encouraged to submit the required items well in advance of established deadlines. Applicants must ensure that all documents are legible, properly organized and tabbed, and that materials provided in digital media are fully readable by the Department. Department staff receiving an application may perform a cursory review to see if there are any glaring or readily apparent problems. This is a cursory review and may not be relied upon as confirmation that the Application was complete or in proper form.

(C) The Applicant must timely upload a PDF copy and Excel copy of the complete Application to the Department's secure web transfer server. Each copy must be in a single file and individually bookmarked as further described in the Multifamily Programs Procedures Manual. Additional files required for Application submission (e.g., Third Party Reports) outside the Uniform Application must also be uploaded to the secure web transfer server. It is the responsibility of the Applicant to confirm the upload to the Department's secure web transfer server was successful and to do so in advance of the deadline. Where there are instances of computer problems, mystery glitches, etc. that prevent the Application from being received by the Department prior to the deadline the Application may be terminated.

(D) Applications must include materials addressing each and all of the items enumerated in this chapter and other chapters as applicable. If an Applicant does not believe that a specific item should be applied, the Applicant must include, in its place, a statement identifying the required item, stating that it is not being supplied, and a statement as to why the Applicant does not believe it should be required.

(2) Filing of Application for Tax-Exempt Bond Developments. Applications may be submitted to the Department as described in subparagraphs (A) and (B) of this paragraph. Multiple site applications by the same Applicant for Tax-Exempt Bond Developments will be considered to be one Application as identified in Tex. Gov't Code, Chapter 1372. Applications will be required to satisfy the requirements of the Qualified Allocation Plan ("QAP") and applicable Department rules in place at the time the Application is received by the Department. Applications that receive a Traditional Carryforward Designation after November 15 will not be accepted until after January 2 and will be subject to the QAP and applicable Department rules in place at the time the Application is received by the Department.

(A) Lottery Applications. For Applicants participating in the TBRB lottery for private activity bond volume cap and whereby advance notice is given regarding a Certificate of Reservation, the Applicant must submit a Notice to Submit Lottery Application form to the Department no later than the Notice to Submit Lottery Application Delivery Date described in §11.2(b) of this chapter (relating to Tax-Exempt Bond and Multifamily Loan Development Dates and Deadlines). The complete Application, accompanied by the Application Fee described in §11.901 of this chapter must be submitted no later than the Applications Associated with Lottery Delivery Date described in §11.2(b) of this chapter.

(B) Waiting List Applications. Applications designated as Priority 1 or 2 by the TBRB and receiving advance notice of a Certificate of Reservation for private activity bond volume cap must submit Parts 1 - 4 of the Application and the Application Fee described in §11.901 of this chapter prior to the issuance of the Certificate of Reservation by the TBRB. The remaining parts of the Application must be submitted at least seventy-five (75) days prior to the Board meeting at which the decision to issue a Determination Notice would be made. An Application designated as Priority 3 will not be accepted until after the issuer has induced the bonds, with such documentation included in the Application, and is subject to the following additional timeframes:

(i) The Applicant must submit to the Department confirmation that a Certificate of Reservation from the TBRB has been issued not more than thirty (30) days after the Application is received by the Department. The Department may, for good cause, administratively approve an extension for up to an additional thirty (30) days to submit confirmation the Certificate of Reservation has been issued. The Application may be terminated if the Certificate of Reservation is not received within the required timeframe;

(ii) The Department will require at least seventy-five (75) days to review an Application, unless Department staff can complete its evaluation in sufficient time for Board consideration. Applicants should be aware that unusual financing structures, portfolio transactions, and the need to resolve Administrative Deficiencies may require additional time to review and the prioritization of Applications will be subject to the review priority established in paragraph (6) of this subsection;

(iii) Department staff may choose to delay presentation to the Board in instances in which an Applicant is not reasonably expected to close within sixty (60) days of the issuance of a Determination Notice. Applications that receive a Traditional Carryforward Designation will be subject to closing within the same timeframe as would be typical of the Certificate of Reservation. This will be a condition of the award and reflected in the Determination Notice.

(3) Certification of Tax Exempt Bond Applications with New Docket Numbers.

Applications that receive an affirmative Board Determination, but for which closing on the bonds does not occur prior to the Certificate of Reservation expiration date, and which subsequently have that docket number withdrawn from the TBRB, may have their Determination Notice reinstated. In the event that the Department's Board has not yet approved the Application, the Application will continue to be processed and ultimately provided to the Board for consideration. The Applicant would need to receive a new docket number from the TBRB and meet the requirements described in subparagraphs (A) - (C) of this paragraph:

(A) The Application must remain unchanged with regard to: Site Control, total number of Units, unit mix (Bedroom sizes and income restrictions), design/site plan documents, financial structure including bond and Housing Tax Credit amounts, development costs, rent schedule, operating expenses, sources and uses, ad valorem tax exemption status, Target Population, scoring criteria (if TDHCA is bond issuer) or TBRB priority status including the effect on the inclusive capture rate. The entities involved in the Applicant entity and Developer cannot change; however, the certification can be submitted even if the lender, syndicator or issuer changes, as long as the financing structure and terms remain unchanged. Should any of the aforementioned items have changed, but in staff's determination and review such change is determined not to be material or determined not to have an effect on the original underwriting or program review then the Applicant may be allowed to submit the certification and subsequently have the Determination Notice re-issued. Notifications under §11.203 of this chapter (relating to Public Notifications (§2306.6705(9))) are not required to be reissued. A revised Determination Notice will be issued once notice of the assignment of a new docket number has been provided to the Department and the Department has confirmed that the capture rate and market demand remain acceptable. This certification must be submitted no later than thirty (30) calendar days after the date the TBRB issues the new docket number; or

(B) the new docket number may not be issued more than four (4) months from the date the original application was withdrawn from the TBRB. The new docket number must be from the same program year as the original docket number or, for Applications that receive a new docket number from the program year that is immediately succeeding the program year of the original docket number, the requirements in clauses (i) and (ii) of this subparagraph must be met:

(i) The Applicant must certify that the Development will meet all rules and requirements in effect at the time the new docket number is issued; and

(ii) The Department must determine that the changes in the rules applicable to the program(s) under which the Application was originally awarded are not of a material nature that would necessitate a new Application and that any new forms and clarifications to the Application are of a nature that can be resolved through the Administrative Deficiency process; or

(C) if there are changes to the Application as referenced in subparagraph (A) of this paragraph or if such changes in the rules pursuant to subparagraph (B)(ii) of this paragraph are of a material nature the Applicant will be required to submit a new Application in full, along with the applicable fees, to be reviewed and evaluated in its entirety for a new Determination Notice to be issued. If there is public opposition but the Application remains the same pursuant to subparagraph (A) of this paragraph, a new Application will not be required to be submitted; however, the Application must be presented before the Board for consideration of the re-issuance of the Determination Notice.

(4) Withdrawal of Application. An Applicant may withdraw an Application prior to or after receiving an award of funding by submitting to the Department written notice of the withdrawal. For Tax-Exempt Bond Applications that are under review by staff and there are changes to or a lapse in the financing structure or there are still aspects of the Application that are in flux, staff

may consider the Application withdrawn and will provide the Applicant of notice to that effect. Once it is clear to staff that the various aspects of the Application have been solidified staff may re-instate the Application and allow the updated information, exhibits, etc. to supplement the existing Application, or staff may require an entirely new Application be submitted if it is determined that such changes will necessitate a new review of the Application. This provision does not apply to Direct Loan Applications that may be layered with Tax-Exempt Bonds.

(5) Evaluation Process. Priority Applications, which shall include those Applications believed likely to be competitive, will undergo a program review for compliance with submission requirements and selection criteria, as applicable. In general, Application reviews by the Department shall be prioritized based upon the likelihood that an Application will be competitive for an award based upon the set-aside, self score, received date, or other ranking factors. Thus, non-competitive or lower scoring Applications may never be reviewed. The Director of Multifamily Finance will identify those Applications that will receive a full program review based upon a reasonable assessment of each Application's priority, but no Application with a competitive ranking shall be skipped or otherwise overlooked. This initial assessment may be a high level assessment, not a full assessment. Applications deemed to be priority Applications may change from time to time. The Real Estate Analysis division shall underwrite Applications that received a full program review and remain competitive to determine financial feasibility and an appropriate funding amount. In making this determination, the Department will use §11.302 of this chapter (relating to Underwriting Rules and Guidelines) and §13.6 of this title (relating to Multifamily Direct Loan Rule). The Department may have an external party perform all or part of the underwriting evaluation and components thereof to the extent it determines appropriate. The expense of any external underwriting shall be paid by the Applicant prior to the commencement of the aforementioned evaluation pursuant to §11.901(5) of this chapter (relating to Fee Schedule, Appeals and other Provisions). Applications will undergo a previous participation review in accordance with Chapter 1 Subchapter C of this title (relating to Previous Participation) and a Development Site may be evaluated by the Department or its agents through a physical site inspection or site visit, (which may include neighboring areas), independent of or concurrent with a site visit that may be performed in conjunction with §11.101(a)(3) (relating to Neighborhood Risk Factors). The Department will, from time to time during the review process, publish an application log which shall include the self-score and any scoring adjustments made by staff. The posting of such scores on the application log may trigger appeal rights and corresponding deadlines pursuant to Tex. Gov't. Code §2306.6715 and §11.902 of this chapter (relating to Appeals Process). The Department may also provide a courtesy scoring notice reflecting such score to the Applicant.

(6) Prioritization of Applications under various Programs. This paragraph identifies how ties or other prioritization matters will be handled when dealing with de-concentration requirements, capture rate calculations, and general review priority of Applications submitted under different programs.

(A) De-concentration and Capture Rate. Priority will be established based on the earlier date associated with an Application. The dates that will be used to establish priority are as follows:

(i) For Tax-Exempt Bond Developments, the issuance date of the Certificate of Reservation issued by the TBRB; or in instances where there is a Traditional Carryforward Designation associated with an Application the Department will utilize the date the complete HTC Application that is associated with the Traditional Carryforward Designation is submitted to the Department; and

(ii) For all other Developments, the date the Application is received by the Department; and

(iii) Notwithstanding the foregoing, after July 31 of the current program year, a Tax-Exempt

Bond Development with a Certificate of Reservation from the TBRB will take precedence over any Housing Tax Credit Application from the current Application Round on the waiting list.

(B) General Review Priority. Review priority for Applications under various multifamily programs will be established based on Department staff's consideration of any statutory timeframes associated with a program or Application in relation to the volume of Applications being processed. Those with statutory deadlines or more restrictive deadlines will be prioritized for review and processing ahead of those that are not subject to the same constraints. In general, any non-Competitive Housing Tax Credit Applications received during the competitive tax credit round that include a request to be placed on the May, June or July Board agendas will not be prioritized for review or underwriting due to the statutory constraints on the award and allocation of competitive tax credits. Applicants are advised to keep this in consideration when planning the submission of an Application and issuance of the Certificate of Reservation. Should an Applicant submit an Application regardless of this provision, the Department is not obligated to include the Application on the requested Board meeting agenda and the Applicant should be prepared to be placed on a subsequent Board meeting agenda. Moreover, Applications that have undergone a program review and there are threshold, eligibility or other items that remain unresolved, staff may suspend further review and processing of the Application, including underwriting and previous participation reviews, until such time the item(s) has been resolved or there has been a specific and reasonable timeline provided by which the item(s) will be resolved. By way of illustration, if during staff's review a question has been raised regarding whether the Applicant has demonstrated sufficient site control, such Application will not be prioritized for further review until the matter has been sufficiently resolved to the satisfaction of staff.

(7) Deficiency Process. The purpose of the deficiency process is to allow an Applicant to provide clarification, explanation, or non-material missing information to resolve inconsistencies in the original Application or to assist staff in evaluating the Application. Deficiencies may be Administrative or Material, in either case they will be treated similarly in that Applicants will receive a deficiency notice and have an opportunity to respond. Applicants are encouraged to utilize manuals, frequently asked questions, or other materials produced by staff, as additional guidance in conjunction with the rules to provide appropriate support for each item substantiating a claim or representation, such as claims for points, qualification for set-asides, or meeting of threshold requirements. Applicants are also encouraged to contact staff directly with questions regarding completing parts of the Application. Any Application that staff identifies as having insufficient support information will be directed to cure the matter via the deficiency process. Applicants are reminded that this process may not be used to increase a scoring item's points or to change any aspect of the proposed development, financing structure, or other element of the Application. The sole purpose of the Administrative Deficiency will be to substantiate one or more aspects of the Application to enable an efficient and effective review by staff. Any narrative created by response to a Deficiency cannot contain new information. Staff will request such information via a deficiency notice. Because the review of an Application occurs in several phases, deficiency notices may be issued during any of these phases. Staff will send the deficiency notice via an e-mail to the Applicant and one other contact party if identified by the Applicant in the Application. The time period for responding to a deficiency notice commences on the first business day following the deficiency notice date. Deficiency notices may be sent to an Applicant prior to or after the end of the Application Acceptance Period and may also be sent in response to reviews on post-award submissions. Responses are required to be submitted electronically as a PDF or multiple PDF files. A review of the response provided by the Applicant may reveal that issues initially identified as an Administrative Deficiency are actually determined to be beyond the scope of an Administrative Deficiency process, meaning that they in fact implicated matters of a material nature not susceptible to being resolved. Department staff

may in good faith provide an Applicant confirmation that an Administrative Deficiency response has been received or that such response is satisfactory. Communications from staff that the response was satisfactory do not establish any entitlement to points, eligibility status, or to any presumption of having fulfilled any requirements. Final determinations regarding the sufficiency of documentation submitted to cure a Deficiency as well as the distinction between material and non-material missing information are reserved for the Director of Multifamily Finance, Executive Director, and Board.

(A) It is critical that the use of the deficiency process not unduly slow the review process, and since the process is intended to clarify or explain matters or obtain at the Department's request missing information (that should already been in existence prior to Application submission), there is a reasonable expectation that a party responding to an Administrative Deficiency will be able to respond immediately. It is the responsibility of a person who receives a deficiency to address the matter in a timely manner so that staff has the ability to review the response by the close of business on the date by which resolution must be complete and the deficiency fully resolved. Merely submitting materials prior to that time places the responsibility on the responding party that if the materials do not fully resolve the matter there may be adverse consequences such as point deductions or termination.

(B) Deficiencies for Competitive HTC Applications. Unless an extension has been timely requested and granted, if a deficiency is not fully resolved to the satisfaction of the Department by 5:00 p.m. on the fifth business day following the date of the deficiency notice, then (5 points) shall be deducted from the selection criteria score for each additional day the deficiency remains unresolved. The Applicant's right to appeal the deduction of points is limited to appeal of staff's decision regarding the sufficiency of the response. If deficiencies are not resolved by 5:00 p.m. on the seventh business day following the date of the deficiency notice, then the Application shall be terminated, subject to appeal of staff's decision regarding the sufficiency of the response. An Applicant may not change or supplement any part of an Application in any manner after the filing deadline or while the Application is under consideration for an award, and may not add any set-asides, increase the requested credit amount, revise the Unit mix (both income levels and Bedroom mixes), or adjust their self-score except in response to a direct request from the Department to do so as a result of an Administrative Deficiency. (§2306.6708(b); §2306.6708) To the extent that the review of deficiency documentation or the imposing of point reductions for late responses alters the score assigned to the Application, such score will be reflected in the updated application log published on the Department's website.

(C) Deficiencies for all other Applications or sources of funds. Deficiencies must be resolved to the satisfaction of the Department by 5:00 p.m. on the fifth business day following the date of the deficiency notice. Applications with unresolved deficiencies after 5:00 p.m. on the seventh business day following the date of the deficiency notice will be suspended from further processing and the Applicant will be provided with notice to that effect, until such time the item(s) are sufficiently resolved to the satisfaction of the Department. If, during the period of time when the Application is suspended from review private activity bond volume cap or Direct Loan funds become oversubscribed, the Applicant will be informed that unless the outstanding item(s) are resolved within one business day the Application will be terminated. For purposes of priority under the Direct Loan set-asides, if the outstanding item(s) are resolved within one business day, the date by which the item is submitted shall be the new received date pursuant to §13.5(c) of this chapter (relating to Multifamily Direct Loan Rule). Applicants should be prepared for additional time needed for completion of staff reviews as described in paragraph (2)(B) of this section.

(8) Limited Priority Reviews. If, after the submission of the Application, an Applicant

identifies an error in the Application that could likely be the subject of an Deficiency, the Applicant may request a limited priority review of the specific and limited issues in need of clarification or correction. The issue may not relate to the score of an Application. This limited priority review may only cover the specific issue and not the entire Application. If the limited priority review results in the identification of an issue that requires correction or clarification, staff will request such through the Deficiency process as stated in paragraph (7) of this section, if deemed appropriate. A limited priority review is intended to address:

(A) clarification of issues that Department staff would have difficulty identifying due to the omission of information that the Department may have access to only through Applicant disclosure, such as a prior removal from a tax credit transaction or participation in a Development that is not identified in the previous participation portion of the Application; or

(B) technical correction of non-material information that would cause an Application deemed non-competitive to be deemed competitive and, therefore, subject to a staff review. For example, failure to mark the Nonprofit Set-Aside in an Application that otherwise included complete submission of documentation for participation in the Nonprofit Set-Aside.

(9) Challenges to Opposition. Any written statement from a Neighborhood Organization expressing opposition to an Application may be challenged if it is contrary to findings or determinations, including zoning determinations, of a municipality, county, school district, or other local Governmental Entity having jurisdiction or oversight over the finding or determination. If any such comment is challenged, the challenger must declare the basis for the challenge and submit such challenge by the Challenges to Neighborhood Organization Opposition Delivery Date as identified in §11.2 of this chapter and no later than May 1, 2019 for Competitive HTC Applications. The Neighborhood Organization expressing opposition will be given seven (7) calendar days to provide any information related to the issue of whether their assertions are contrary to the findings or determinations of a local Governmental Entity. All such materials and the analysis of the Department's staff will be provided to a fact finder, chosen by the Department, for review and a determination of the issue presented by this subsection. The fact finder will not make determinations as to the accuracy of the statements presented, but only with regard to whether the statements are contrary to findings or determinations of a local Governmental Entity. The fact finder's determination will be final and may not be waived or appealed.

§11.202. Ineligible Applicants and Applications. The purpose of this section is to identify those situations in which an Application or Applicant may be considered ineligible for Department funding and subsequently terminated. Such matters may be brought to the attention of staff by anyone, including members of the general public. If such ineligibility is raised by non-staff members it must be made in writing to the Executive Director and the Applicant and must cite the specific ineligible criteria under paragraph (1) of this section and provide factual evidence to support the claim. Any unsupported claim or claim determined to be untrue may be subject to all remedies available to the Department or Applicant. Staff will make enquiry as it deems appropriate and may send a notice to the Applicant and provide them the opportunity to explain how they believe they or their Application is eligible. Staff will present the matter to the Board, accompanied by staff's recommendation. The Board may take such action as it deems warranted by the facts presented, including any testimony that may be provided, either declining to take action, in which case the Applicant or Application, as applicable, remains eligible, or finding the Applicant is ineligible, or, for a matter relating to a specific Application, that that Application is ineligible. A Board finding of ineligibility is final. The items listed in this section include those requirements in Code, §42, Tex. Gov't Code, Chapter 2306, and other criteria considered important by the Department, and does not represent an exhaustive list of ineligibility criteria that

may otherwise be identified in applicable rules or a NOFA specific to the programmatic funding. One or more of the matters enumerated in paragraph (1) of this section may also serve as a basis for debarment, or the assessment of administrative penalties, and nothing herein shall limit the Department's ability to pursue any such matter.

(1) Applicants. An Applicant may be considered ineligible if any of the criteria in subparagraphs (A) - (N) of this paragraph apply to those identified on the organizational chart for the Applicant, Developer and Guarantor. An Applicant is ineligible if the Applicant, Developer, or Guarantor:

(A) has been or is barred, suspended, or terminated from participation in a state or Federal program, including listed in HUD's System for Award Management (SAM); (§2306.0504)

(B) has been convicted of a state or federal felony crime involving fraud, bribery, theft, misrepresentation of material fact, misappropriation of funds, or other similar criminal offenses within fifteen (15) years preceding the Application submission;

(C) is, at the time of Application, subject to an order in connection with an enforcement or disciplinary action under state or federal securities law or by the NASD; subject to a federal tax lien (other than a contested lien for which provision has been made); or the subject of a proceeding in which a Governmental Entity has issued an order to impose penalties, suspend funding, or take adverse action based on an allegation of financial misconduct or uncured violation of material laws, rules, or other legal requirements governing activities considered relevant by the Governmental Entity;

(D) has materially breached a contract with a public agency, and, if such breach is permitted to be cured under the contract, has been given notice of the breach and a reasonable opportunity to cure, and failed to cure that breach within the time specified in the notice of breach;

(E) has misrepresented to a subcontractor the extent to which the Developer has benefited from contracts or financial assistance that has been awarded by a public agency, including the scope of the Developer's participation in contracts with the agency, and the amount of financial assistance awarded to the Developer by the agency;

(F) has been found by the Board to be ineligible based on a previous participation review performed in accordance with Chapter 1 Subchapter C of this title;

(G) is delinquent in any loan, fee, or escrow payments to the Department in accordance with the terms of the loan, as amended, or is otherwise in default with any provisions of such loans;

(H) has failed to cure any past due fees owed to the Department within the time frame provided by notice from the Department and at least ten (10) days prior to the Board meeting at which the decision for an award is to be made;

(I) would be prohibited by a state or federal revolving door or other standard of conduct or conflict of interest statute, including Tex. Gov't Code, §2306.6733, or a provision of Tex. Gov't Code, Chapter 572, from participating in the Application in the manner and capacity they are participating;

(J) has, without prior approval from the Department, had previous Contracts or Commitments that have been partially or fully Deobligated during the twelve (12) months prior to the submission of the Application, and through the date of final allocation due to a failure to meet contractual obligations, and the Person is on notice that such Deobligation results in ineligibility under this chapter;

(K) has provided false or misleading documentation or made other intentional or negligent material misrepresentations or omissions in or in connection with an Application (and certifications contained therein), Commitment, or Determination Notice for a Development;

(L) was the Owner or Affiliate of the Owner of a Department assisted rental Development for which the federal affordability requirements were prematurely terminated and the affordability requirements have not re-affirmed or Department funds repaid; or

(M) fails to disclose, 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 ten (10) years or plans to or is negotiating to terminate their relationship with any other affordable housing development. Failure to disclose is grounds for termination. The disclosure must identify 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. An Application may be referred to the Board for termination based upon factors in the disclosure. Staff shall present a determination to the Board as to a person's fitness to be involved as a Principal with respect to an Application using the factors described in clauses (i) – (v) of this subparagraph as considerations:

(i) The amount of resources in a Development and the amount of the benefit received from the Development;

(ii) the legal and practical ability to address issues that may have precipitated the termination or proposed termination of the relationship;

(iii) the role of the person in causing or materially contributing to any problems with the success of the development;

(iv) the person's compliance history, including compliance history on other developments; or(v) any other facts or circumstances that have a material bearing on the question of the person's ability to be a compliant and effective participant in their proposed role as described in the Application; and

(N) fails to disclose in the Application any voluntary compliance agreement or similar agreement with any governmental agency that is the result of negotiation regarding noncompliance of any affordable housing Development with any requirements. Any such agreement impacting the proposed Development or any other affordable housing Development controlled by the Applicant must be disclosed.

(2) Applications. An Application shall be ineligible if any of the criteria in subparagraphs (A) - (C) of this paragraph apply to the Application:

(A) a violation of Tex. Gov't Code, §2306.1113, exists relating to Ex Parte Communication. An ex parte communication occurs when an Applicant or Person representing an Applicant initiates substantive contact (other than permitted social contact) with a board member, or vice versa, in a setting other than a duly posted and convened public meeting, in any manner not specifically permitted by Tex. Gov't Code, §2306.1113(b). Such action is prohibited. For Applicants seeking funding after initial awards have been made, such as waiting list Applicants, the ex parte communication prohibition remains in effect so long as the Application remains eligible for funding. The ex parte provision does not prohibit the Board from participating in social events at which a Person with whom communications are prohibited may, or will be present; provided that no matters related to any Application being considered by the Board may be discussed. An attempted but unsuccessful prohibited ex parte communication, such as a letter sent to one or more board members but not opened, may be cured by full disclosure in a public meeting, and the Board may reinstate the Application and establish appropriate consequences for cured actions, such as denial of the matters made the subject to the communication.

(B) the Application is submitted after the Application submission deadline (time or date); is missing multiple parts of the Application; or has a Material Deficiency; or

(C) for any Development utilizing Housing Tax Credits or Tax-Exempt Bonds:

(i) at the time of Application or at any time during the two-year period preceding the date the Application Round begins (or for Tax-Exempt Bond Developments any time during the two-year period preceding the date the Application is submitted to the Department), the Applicant or a Related Party is or has been a person covered by Tex. Gov't Code, §2306.6703(a)(1) or §2306.6733;

(ii) the Applicant proposes to replace in less than fifteen (15) years any private activity bond financing of the Development described by the Application, unless the exceptions in Tex. Gov't Code, §2306.6703(a)(2) of the are met.

§11.203. Public Notifications (§2306.6705(9)). A certification, as provided in the Application, that the Applicant met the requirements and deadlines identified in paragraphs (1) - (3) of this section must be submitted with the Application. For Applications utilizing Competitive Housing Tax Credits, notifications must not be older than three (3) months from the first day of the Application Acceptance Period. For Tax-Exempt Bond Developments notifications and proof thereof must not be older than three (3) months prior to the date Parts 5 and 6 of the Application are submitted, and for all other Applications no older than three (3) months prior to the date the Application is submitted. If notifications were made in order to satisfy requirements of pre-application submission (if applicable to the program) for the same Application, then no additional notification is required at Application. However, re-notification is required by all Applicants who have submitted a change from pre-application to Application that reflects a total Unit increase of greater than 10 percent or a 5 percent increase in density (calculated as units per acre) as a result of a change in the size of the Development Site. In addition, should the person holding any position or role described change between the submission of a pre-application and the submission of an Application, Applicants are required to notify the new person no later than the Full Application Delivery Date.

(1) Neighborhood Organization Notifications.

(A) The Applicant must identify and notify all Neighborhood Organizations on record with the county or the state as of 30 days prior to the beginning of the Application Acceptance Period and whose boundaries include the entire proposed Development Site. As used in this section, “on record with the state” means on record with the Secretary of State.

(B) The Applicant must list, in the certification form provided in the pre-application and Application, all Neighborhood Organizations on record with the county or state as of 30 days prior to the beginning of the Application Acceptance Period and whose boundaries include the proposed Development Site as of the submission of the Application, and the Applicant must certify that a reasonable search for applicable entities has been conducted.

(2) Notification Recipients. No later than the date the Application is submitted, notification must be sent to all of the persons or entities identified in subparagraphs (A) - (H) of this paragraph. Developments located in an Extra Territorial Jurisdiction (ETJ) of a city are required to notify both city and county officials. The notifications may be sent by e-mail, fax or mail with return receipt requested or similar tracking mechanism. A template for the notification is included in the Application Notification Template provided in the Application. Evidence of notification is required in the form of a certification provided in the Application. The Applicant is required to retain proof of delivery in the event it is requested by the Department. Evidence of

proof of delivery is demonstrated by a signed receipt for mail or courier delivery and confirmation of receipt by recipient for fax and e-mail. Officials to be notified are those officials in office at the time the Application is submitted. Note that between the time of pre-application (if made) and full Application, such officials may change and the boundaries of their jurisdictions may change. By way of example and not by way of limitation, events such as redistricting may cause changes which will necessitate additional notifications at full Application. Meetings and discussions do not constitute notification. Only a timely and compliant written notification to the correct person constitutes notification.

(A) Neighborhood Organizations on record with the state or county as of 30 days prior to the beginning of the Application Acceptance Period whose boundaries include the entire Development Site;

(B) Superintendent of the school district in which the Development Site is located;

(C) Presiding officer of the board of trustees of the school district in which the Development Site is located;

(D) Mayor of the municipality (if the Development Site is within a municipality or its extraterritorial jurisdiction);

(E) All elected members of the Governing Body of the municipality (if the Development Site is within a municipality or its extraterritorial jurisdiction);

(F) Presiding officer of the Governing Body of the county in which the Development Site is located;

(G) All elected members of the Governing Body of the county in which the Development Site is located; and

(H) State Senator and State Representative of the districts whose boundaries include the Development Site.

(3) Contents of Notification.

(A) The notification must include, at a minimum, all information described in clauses (i) - (vii) of this subparagraph.

(i) the Applicant's name, address, individual contact name, and phone number;

(ii) the Development name, address, city and county;

(iii) a statement indicating the program(s) to which the Applicant is applying with the Texas Department of Housing and Community Affairs;

(iv) whether the Development proposes New Construction, Reconstruction, Adaptive Reuse or Rehabilitation;

(v) the physical type of Development being proposed (e.g. single family homes, duplex, apartments, high-rise etc.);

(vi) the total number of Units proposed and total number of Low-Income Units proposed; and

(vii) the residential density of the Development, i.e., the number of Units per acre;

~~(viii) a statement that aspects of the Development may not yet have been determined or selected or may be subject to change, such as changes in the amenities ultimately selected and provided;~~

(C) The notification may not contain any false or misleading statements. Without limiting the generality of the foregoing, the notification may not create the impression that the proposed Development will serve a Target Population exclusively or as a preference unless such targeting

or preference is documented in the Application and is or will be in full compliance with all applicable state and federal laws, including state and federal fair housing laws; and

(D) Notifications or any other communications may not contain any statement that violates Department rules, statute, code, or federal requirements.

§11.204. Required Documentation for Application Submission. The purpose of this section is to identify the documentation that is required at the time of Application submission, unless specifically indicated or otherwise required by Department rule. If any of the documentation indicated in this section is not resolved, clarified or corrected to the satisfaction of the Department through either original Application submission or the Administrative Deficiency process, the Application will be terminated. Unless stated otherwise, all documentation identified in this section must not be dated more than six (6) months prior to the close of the Application Acceptance Period or the date of Application submission as applicable to the program. The Application may include, or Department staff may request, documentation or verification of compliance with any requirements related to the eligibility of an Applicant, Application, Development Site, or Development.

(1) Certification, Acknowledgement and Consent of Development Owner. A certification of the information in this subchapter as well as Subchapter B of this chapter must be executed by the Development Owner and addresses the specific requirements associated with the Development. The Person executing the certification is responsible for ensuring all individuals referenced therein are in compliance with the certification and that they have given it with all required authority and with actual knowledge of the matters certified.

(A) The Development will adhere to the Texas Property Code relating to security devices and other applicable requirements for residential tenancies, and will adhere to local building codes or, if no local building codes are in place, then to the most recent version of the International Building Code.

(B) This Application and all materials submitted to the Department constitute records of the Department subject to Tex. Gov't Code, Chapter 552. All persons who have a property interest in the Application, along with all plans and third-party reports, must acknowledge that the Department may publish them on the Department's website, release them in response to a request for public information, and make other use of the information as authorized by law.

(C) All representations, undertakings and commitments made by Applicant in the Application process for Development assistance expressly constitute conditions to any Commitment, Determination Notice, Carryover Allocation, or Direct Loan Commitment for such Development which the Department may issue or award, and the violation of any such condition shall be sufficient cause for the cancellation and rescission of such Commitment, Determination Notice, Carryover Allocation, or Direct Loan Commitment by the Department. If any such representations, undertakings and commitments concern or relate to the ongoing features or operation of the Development, they shall each and all shall be enforceable even if not reflected in the Land Use Restriction Agreement. All such representations, undertakings and commitments are also enforceable by the Department and the residents of the Development, including enforcement by administrative penalties for failure to perform, in accordance with the Land Use Restriction Agreement.

(D) The Development Owner has read and understands the Department's fair housing educational materials posted on the Department's website as of the beginning of the Application Acceptance Period.

(E) The Development Owner agrees to implement a plan to use Historically Underutilized Businesses (HUB) in the development process consistent with the Historically Underutilized

Business Guidelines for contracting with the State of Texas. The Development Owner will be required to submit a report of the success of the plan as part of the cost certification documentation, in order to receive IRS Forms 8609 or, if the Development does not have Housing Tax Credits, release of retainage.

(F) The Applicant will attempt to ensure that at least 30 percent of the construction and management businesses with which the Applicant contracts in connection with the Development are Minority Owned Businesses as further described in Tex. Gov't Code, §2306.6734.

(G) The Development Owner will specifically market to veterans through direct marketing or contracts with veteran's organizations. The Development Owner will be required to identify how they will specifically market to veterans and report to the Department in the annual housing report on the results of the marketing efforts to veterans. Exceptions to this requirement must be approved by the Department.

(H) The Development Owner will comply with any and all notices required by the Department.

(I) If the Development has an existing LURA with the Department, the Development Owner will comply with the existing restrictions.

(2) Applicant Eligibility Certification. A certification of the information in this subchapter as well as Subchapter B of this chapter must be executed by any individuals required to be listed on the organizational chart and also identified in 10 TAC §11.1(d)(30), the definition of Control. The certification must identify the various criteria relating to eligibility requirements associated with multifamily funding from the Department, including but not limited to the criteria identified under §11.202 of this chapter (relating to Ineligible Applicants and Applications).

(3) Architect Certification Form. The certification, addressing all of the accessibility requirements applicable to the Development Site, must be executed by the Development engineer or accredited architect after careful review of the Department's accessibility requirements. (§2306.6722; §2306.6730) The certification must include a statement describing how the accessibility requirements relating to Unit distribution will be met and certification that they have reviewed and understand the Department's fair housing educational materials posted on the Department's website as of the beginning of the Application Acceptance Period. The certification must also include the following statement, "all persons who have a property interest in this plan hereby acknowledge that the Department may publish the full plan on the Department's website, release the plan in response to a request for public information, and make other use of the plan as authorized by law." An acceptable, but not required, form of such statement may be obtained in the Multifamily Programs Procedures Manual.

(4) Notice, Hearing, and Resolution for Tax-Exempt Bond Developments. In accordance with Tex. Gov't Code, §2306.67071, the following actions must take place with respect to the filing of an Application and any Department awards for a Tax-Exempt Bond Development.

(A) Prior to submission of an Application to the Department, an Applicant must provide notice of the intent to file the Application in accordance with §11.203 of this chapter (relating to Public Notifications (§2306.6705(9))).

(B) The Governing Body of a municipality must hold a hearing if the Development Site is located within a municipality or the extra territorial jurisdiction ("ETJ") of a municipality. The Governing Body of a county must hold a hearing unless the Development Site is located within a municipality. For Development Sites located in an ETJ the county and municipality must hold hearings; however, the county and municipality may arrange for a joint hearing. The purpose of the hearing(s) must be to solicit public input concerning the Application or Development and the

hearing(s) must provide the public with such an opportunity. The Applicant may be asked to substantively address the concerns of the public or local government officials.

(C) An Applicant must submit to the Department a resolution of no objection from the applicable Governing Body. Such resolution(s) must specifically identify the Development whether by legal description, address, Development name, Application number or other verifiable method. In providing a resolution, a municipality or county should consult its own staff and legal counsel as to whether such resolution will be consistent with Fair Housing laws as they may apply, including, as applicable, consistency with any FFAST form on file, any current Analysis of Impediments to Fair Housing Choice, or any current plans such as one year action plans or five year consolidated plans for HUD block grant funds such as HOME or CDBG funds. For an Application with a Development Site that is:

(i) Within a municipality, the Applicant must submit a resolution from the Governing Body of that municipality;

(ii) Within the ETJ of a municipality, the Applicant must submit both:

(I) a resolution from the Governing Body of that municipality; and

(II) a resolution from the Governing Body of the county; or

(iii) Within a county and not within a municipality or the ETJ of a municipality, a resolution from the Governing Body of the county.

(D) For purposes of meeting the requirements of subparagraph (C) of this paragraph, the resolution(s) must be submitted no later than the Resolutions Delivery Date described in §11.2(b) of this chapter (relating to Tax-Exempt Bond and Multifamily Loan Development Dates and Deadlines). An acceptable, but not required, form of resolution may be obtained in the Multifamily Programs Procedures Manual. Applicants should ensure that the resolutions all have the appropriate references and certifications or the resolution may be determined by staff to be invalid. The resolution(s) must certify that:

(i) Notice has been provided to the Governing Body in accordance with Tex. Gov't Code, §2306.67071(a);

(ii) The Governing Body has had sufficient opportunity to obtain a response from the Applicant regarding any questions or concerns about the proposed Development;

(iii) The Governing Body has held a hearing at which public comment may be made on the proposed Development in accordance with Tex. Gov't Code, §2306.67071(b); and

(iv) After due consideration of the information provided by the Applicant and public comment, the Governing Body does not object to the proposed Application.

(5) Designation as Rural or Urban.

(A) Each Application must identify whether the Development Site is located in an Urban Area or Rural Area of a Uniform State Service Region. The Department shall make available a list of Places meeting the requirements of Tex. Gov't Code, §2306.004(28-a)(A) and (B), for designation as a Rural Area and those that are an Urban Area in the Site Demographics Characteristics Report. Some Places are municipalities. For any Development Site located in the ETJ of a municipality and not in a Place, the Application shall have the Rural Area or Urban Area designation of the municipality whose ETJ within which the Development Site is located. For any Development Site not located within the boundaries of a Place or the ETJ of a municipality, the applicable designation is that of the closest Place.

(B) Certain areas located within the boundaries of a primary metropolitan statistical area or a

metropolitan statistical area can request a Rural designation from the Department for purposes of receiving an allocation Housing Tax Credits (§2306.6740). In order to apply for such a designation, a letter must be submitted from a duly authorized official of the political subdivision or census designated place addressing the factors outlined in clauses (i) – (vi) of this subparagraph. Photographs and other supporting documentation are strongly encouraged. In order for the area to be designated Rural by the Department for the 2019 Application Round, such requests must be made no later than December 14, 2018. If staff is able to confirm the findings outlined in the request, the Rural designation will be granted without further action and will remain in effect until such time that the population as described in clause (i) of this subparagraph exceeds 25,000. In the event that staff is unable to confirm the information contained in the request, the Applicant will be given an opportunity to supplement their case. If, after receiving any supplemental information, staff still cannot confirm the rural nature of the Application, a recommendation for denial will be presented to the Board.

- (i) The population of the political subdivision or census designated place does not exceed 25,000;
- (ii) The characteristics of the political subdivision or census designated place and how those differ from the characteristics of the area(s) with which it shares a contiguous boundary;
- (iii) The percentage of the total border of the political subdivision or census designated place that is contiguous with other political subdivisions or census designated places designated as urban. For purposes of this assessment, less than fifty percent contiguity with urban designated places is presumptively rural in nature;
- (iv) The political subdivision or census designated place contains a significant number of unimproved roads or relies on unimproved roads to connect it to other places;
- (v) The political subdivision or census designated place lacks major amenities commonly associated with urban or suburban areas; and
- (vi) The boundaries of the political subdivision or census designated place contain, or are surrounded by, significant areas of undeveloped or agricultural land. For purposes of this assessment, significant being more than one-third of the total surface area of political subdivision/census designated place, or a minimum of 1,000 acres immediately contiguous to the border.

(6) Experience Requirement. Evidence that meets the criteria as stated in subparagraph (A) of this paragraph must be provided in the Application, unless an experience certificate was issued by the Department in the years ~~2014~~2015 through 2018, which may be submitted as acceptable evidence of this requirement. Experience of multiple parties may not be aggregated to meet this requirement.

(A) A natural Person, with control of the Development who intends and has the ability to remain in control through placement in service, who is also a Principal of the Developer, Development Owner, or General Partner must establish that they have experience that has included the development and placement in service of 150 units or more. Applicants requesting Multifamily Direct Loan funds only may meet the alternative requirement at §13.25(d)(1) of this title. Acceptable documentation to meet this requirement shall include any of the items in clauses (i) - (ix) of this subparagraph:

- (i) American Institute of Architects (AIA) Document (A102) or (A103) 2007 - Standard Form of Agreement between Owner and Contractor;
- (ii) AIA Document G704--Certificate of Substantial Completion;
- (iii) AIA Document G702--Application and Certificate for Payment;

- (iv) Certificate of Occupancy;
- (v) IRS Form 8609 (only one per development is required);
- (vi) HUD Form 9822;
- (vii) Development agreements;
- (viii) Partnership agreements; or
- (ix) other documentation satisfactory to the Department verifying that a Principal of the Development Owner, General Partner, or Developer has the required experience.

(B) The names on the forms and agreements in subparagraph (A)(i) - (ix) of this paragraph must reflect that the individual seeking to provide experience is a Principal of the Development Owner, General Partner, or Developer as listed in the Application. For purposes of this requirement any individual attempting to use the experience of another individual or entity must demonstrate they had the authority to act on their behalf that substantiates the minimum 150 unit requirement.

(C) If a Principal is determined by the Department to not have the required experience, an acceptable replacement for that Principal must be identified prior to the date the award is made by the Board.

(D) Notwithstanding the foregoing, no person may be used to establish such required experience if that Person or an Affiliate of that Person would not be eligible to be an Applicant themselves.

(7) Financing Requirements.

(A) Non-Department Debt Financing. Interim and permanent financing sufficient to fund the proposed Total Housing Development Cost less any other funds requested from the Department must be included in the Application. For any Development that is a part of a larger development plan on the same site, the Department may request and evaluate information related to the other components of the development plan in instances in which the financial viability of the Development is in whole or in part dependent upon the other portions of the development plan. Any local, state or federal financing identified in this section which restricts household incomes at any level that is lower than restrictions required or elected in accordance with this Chapter or Chapter 13 of this title (relating to Multifamily Direct Loan) must be identified in the rent schedule and the local, state or federal income restrictions must include corresponding rent levels in accordance with Code §42(g) if the Development will receive housing tax credits. The income and corresponding rent restrictions will be memorialized in a recorded LURA and monitored for compliance. Financing amounts must be consistent throughout the Application and acceptable documentation shall include those described in clauses (i) and (ii) of this subparagraph.

(i) Financing is in place as evidenced by:

(I) a valid and binding loan agreement; and

(II) a valid recorded deed(s) of trust lien on the Development in the name of the Development Owner as grantor in favor of the party providing such financing and covered by a lender's policy of title insurance in their name;

(ii) Term sheets for interim and permanent loans issued by a lending institution or mortgage company that is actively and regularly engaged in the business of lending money must:

(I) have been signed by the lender;

(II) be addressed to the Development Owner or Affiliate;

(III) for a permanent loan, include a minimum loan term of fifteen (15) years with at least a thirty

(30) year amortization;

(IV) include either a committed and locked interest rate, or the currently projected interest rate and the mechanism for determining the interest rate;

(V) include all required Guarantors, if known;

(VI) include the principal amount of the loan;

(VII) include an acknowledgement of the amounts and terms of all other anticipated sources of funds and if the Application reflects an intent to elect income averaging there must be an acknowledgement to that effect in the term sheet; and

(VIII) include and address any other material terms and conditions applicable to the financing. The term sheet may be conditional upon the completion of specified due diligence by the lender and upon the award of tax credits, if applicable; or

(iii) For Developments proposing to refinance an existing USDA Section 514, 515, or 516 loan, a letter from the USDA confirming that it has been provided with the Preliminary Assessment Tool.

(iv) For Direct Loan Applications or Tax-Exempt Bond Development Applications utilizing FHA financing, the Application shall include the applicable pages from the HUD Application for Multifamily Housing Project. If the HUD Application has not been submitted at the time the Application is submitted then a statement to that effect should be included in the Application along with an estimated date for submission. Applicants should be aware that staff's underwriting of an Application will not be finalized and presented to the Board until staff has evaluated the HUD Application relative to the Application.

(B) Gap Financing. Any anticipated federal, state, local or private gap financing, whether soft or hard debt, must be identified and described in the Application. Applicants must provide evidence that an application for such gap financing has been made. Acceptable documentation may include a letter from the funding entity confirming receipt of an application or a term sheet from the lending agency which clearly describes the amount and terms of the financing. Other Department funding requested with Housing Tax Credit Applications must be on a concurrent funding period with the Housing Tax Credit Application, and no term sheet is required for such a request. Permanent loans must include a minimum loan term of fifteen (15) years with at least a thirty (30) year amortization or for non-amortizing loan structures a term of not less than thirty (30) years. A term loan request must also comply with the applicable terms of the NOFA under which an Applicant is applying.

(C) Owner Contributions. If the Development will be financed in part with a capital contribution or debt by the General Partner, Managing General Partner, any other partner or investor that is not a partner providing the syndication equity, a Guarantor or a Principal in an amount that exceeds 5 percent of the Total Housing Development Cost, a letter from a Third Party CPA must be submitted that verifies the capacity of the contributor to provide the capital from funds that are not otherwise committed or pledged. Additionally, a letter from the contributor's bank(s) or depository(ies) must be submitted confirming sufficient funds are readily available to the contributor. The contributor must certify that the funds are and will remain readily available at Commitment and until the required investment is completed. Regardless of the amount, all capital contributions other than syndication equity will be deemed to be a part of and therefore will be added to the Deferred Developer Fee for feasibility purposes under §11.302(i)(2) of this chapter (relating to Underwriting Rules and Guidelines) or where scoring is concerned, unless the Development is a Supportive Housing Development, the Development is not supported with Housing Tax Credits, or the ownership structure includes a nonprofit organization with a

documented history of fundraising sufficient to support the development of affordable housing.

(D) Equity Financing. (§2306.6705(2) and (3)) If applicable to the program, the Application must include a term sheet from a syndicator that, at a minimum, includes:

- (i) an estimate of the amount of equity dollars expected to be raised for the Development;
- (ii) the amount of Housing Tax Credits requested for allocation to the Development Owner;
- (iii) pay-in schedules;
- (iv) syndicator consulting fees and other syndication costs. No syndication costs should be included in the Eligible Basis; and
- (v) include an acknowledgement of the amounts and terms of all other anticipated sources of funds and if the Application reflects an intent to elect income averaging there must be an acknowledgement to that effect in the term sheet.

(E) Financing Narrative. (§2306.6705(1)) A narrative must be submitted that describes all aspects of the complete financing plan for the Development, including but not limited to, the sources and uses of funds; construction, permanent and bridge loans, rents, operating subsidies, project-based assistance, and replacement reserves; and the status (dates and deadlines) for applications, approvals and closings, etc. associated with the commitments for all funding sources. For Applicants requesting Direct Loan funds, Match, as applicable, must be documented with a letter from the anticipated provider of Match indicating the provider's willingness and ability to make a financial commitment should the Development receive an award of Direct Loan funds. The information provided must be consistent with all other documentation in the Application.

(8) Operating and Development Cost Documentation.

(A) 15-year Pro forma. All Applications must include a 15-year pro forma estimate of operating expenses, in the form provided by the Department. Any "other" debt service included in the pro forma must include a description.

(B) Utility Allowances. This exhibit, as provided in the Application, must be submitted along with documentation from the source of the utility allowance estimate used in completing the Rent Schedule provided in the Application. This exhibit must clearly indicate which utility costs are included in the estimate and must comply with the requirements of §10.614 of this title (relating to Utility Allowances), including deadlines for submission. Where the Applicant uses any method that requires Department review, documentation indicating that the requested method has been granted by the Department must be included in the Application.

(C) Operating Expenses. This exhibit, as provided in the Application, must be submitted indicating the anticipated operating expenses associated with the Development. Any expenses noted as "other" in any of the categories must be identified. "Miscellaneous" or other nondescript designations are not acceptable.

(D) Rent Schedule. This exhibit, as provided in the Application, must indicate the type of Unit designation based on the Unit's rent and income restrictions. The rent and utility limits available at the time the Application is submitted should be used to complete this exhibit. Gross rents cannot exceed the maximum rent limits unless documentation of project-based rental assistance is provided and rents are consistent with such assistance and applicable legal requirements. The unit mix and net rentable square footages must be consistent with the site plan and architectural drawings. For Units restricted in connection with Direct Loans, the restricted Units will generally be designated "floating" unless specifically disallowed under the program specific rules. For Applications that propose utilizing Direct Loan funds, at least 90 percent of the Units restricted in connection with the Direct Loan program must be available to households or families whose

incomes do not exceed 60 percent of the Area Median Income. For Applications that propose to elect income averaging, Units restricted by any fund source other than housing tax credits must be specifically identified, and all restricted Units, regardless of fund source, must be included in the average calculation.

(E) Development Costs. This exhibit, as provided in the Application, must include the contact information for the person providing the cost estimate and must meet the requirements of clauses (i) and (ii) of this subparagraph.

(i) Applicants must provide a detailed cost breakdown of projected Site Work costs (excluding site amenities), if any, prepared by a Third Party engineer or cost estimator. If Site Work costs (excluding site amenities) exceed \$15,000 per Unit and are included in Eligible Basis, a letter must be provided from a certified public accountant allocating which portions of those site costs should be included in Eligible Basis.

(ii) If costs for Off-Site Construction are included in the budget as a line item, or embedded in the site acquisition contract, or referenced in the utility provider letters, then the Off-Site Cost Breakdown prepared by a Third Party engineer must be provided. The certification from a Third Party engineer must describe the necessity of the off-site improvements, including the relevant requirements of the local jurisdiction with authority over building codes. If any Off-Site Construction costs are included in Eligible Basis, a letter must be provided from a certified public accountant allocating which portions of those costs should be included in Eligible Basis. If off-site costs are included in Eligible Basis based on PLR 200916007, a statement of findings from a CPA must be provided which describes the facts relevant to the Development and affirmatively certifies that the fact pattern of the Development matches the fact pattern in PLR 200916007.

(F) Rental Assistance/Subsidy. (§2306.6705(4)) If rental assistance, an operating subsidy, an annuity, or an interest rate reduction payment is proposed to exist or continue for the Development, any related contract or other agreement securing those funds or proof of application for such funds must be provided. Such documentation shall, at a minimum, identify the source and annual amount of the funds, the number of units receiving the funds, and the term and expiration date of the contract or other agreement.

(G) Occupied Developments. The items identified in clauses (i) - (vi) of this subparagraph must be submitted with any Application where any structure on the Development Site is occupied at any time after the Application Acceptance Period begins or if the Application proposes the demolition of any housing occupied at any time after the Application Acceptance Period begins. If the Application includes a request for Direct Loan funds, Applicants must follow the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA") and other HUD requirements including Section 104(d) of the Housing and Community Development Act. HUD Handbook 1378 provides guidance and template documents. Failure to follow URA or 104(d) requirements will make the proposed Development ineligible for Direct Loan funds and may lead to penalty under 10 TAC §13.11(b). If the current property owner is unwilling to provide the required documentation then a signed statement from the Applicant attesting to that fact must be submitted. If one or more of the items described in clauses (i) - (vi) of this subparagraph is not applicable based upon the type of occupied structures on the Development Site, the Applicant must provide an explanation of such non-applicability. Applicant must submit:

(i) at least one of the items identified in subclauses (I) - (IV) of this clause:

(I) historical monthly operating statements of the Existing Residential Development for twelve (12) consecutive months ending not more than three (3) months from the first day of the Application Acceptance Period;

- (II) the two (2) most recent consecutive annual operating statement summaries;
- (III) the most recent consecutive six (6) months of operating statements and the most recent available annual operating summary; or
- (IV) all monthly or annual operating summaries available; and
- (ii) a rent roll not more than six (6) months old as of the first day the Application Acceptance Period that discloses the terms and rate of the lease, rental rates offered at the date of the rent roll, Unit mix, and tenant names or vacancy;
- (iii) a written explanation of the process used to notify and consult with the tenants in preparing the Application; (§2306.6705(6))
- (iv) a relocation plan outlining relocation requirements and a budget with an identified funding source; (§2306.6705(6))
- (v) any documentation necessary for the Department to facilitate, or advise an Applicant with respect to or to ensure compliance with the Uniform Relocation Act and any other relocation laws or regulations as may be applicable; and
- (vi) if applicable, evidence that the relocation plan has been submitted to all appropriate legal or governmental agencies or bodies. (§2306.6705(6))

(9) Architectural Drawings. All Applications must include the items identified in subparagraphs (A) - (D) of this paragraph, unless specifically stated otherwise, and must be consistent with all applicable exhibits throughout the Application. The drawings must have a legible scale and show the dimensions of each perimeter wall and floor heights.

(A) For all Developments a site plan is submitted that includes the items identified in clauses (i) – (xii) of this subparagraph:

- (i) states the size of the site on its face;
- (ii) includes a Unit and building type table matrix that is consistent with the Rent Schedule and Building/Unit Configuration forms provided in the Application in labeling buildings and Units;
- (iii) includes a table matrix specifying the square footage of Common Area space on a building by building basis;
- (iv) identifies all residential and common buildings in place on the Development Site and labels them consistently with the Rent Schedule and Building/Unit Type Configuration forms provided in the Application;
- (v) shows the locations (by Unit and floor) of mobility and hearing/visual accessible Units (unless included in residential building floor plans);
- (vi) clearly delineates the flood plain boundary lines or states there is no floodplain;
- (vii) indicates placement of detention/retention pond(s) or states there are no detention ponds;
- (viii) describes, if applicable, how flood mitigation or other required mitigation will be accomplished;
- (ix) indicates the location and number of parking spaces, garages, and carports;
- (x) indicates the location and number of accessible parking spaces, including van accessible spaces;
- (xi) includes information regarding local parking requirements; and
- (xii) indicates compliant accessible routes or if a route is not accessible a cite to the provision in

the Fair Housing Design Manual providing for its exemption.

(B) Building floor plans must be submitted for each building type. Building floor plans must include the locations of the accessible Units and must also include square footage calculations for balconies, breezeways, corridors and any other areas not included in net rentable area;

(C) Unit floor plans for each type of Unit must be included in the Application and must include the square footage for each type of Unit. Unit floor plans must be submitted for the accessible Units. Applications for Adaptive Reuse are only required to include Unit floor plans for each distinct floor plan such as one-Bedroom, two-Bedroom and for all floor plans that vary in Net Rentable Area by 10 percent from the typical floor plan; and

(D) Elevations must be submitted for each side of each building type (or include a statement that all other sides are of similar composition as the front) and include a percentage estimate of the exterior composition and proposed roof pitch. Applications for Rehabilitation and Adaptive Reuse may submit photographs if the Unit configurations are not being altered and post-renovation drawings must be submitted if Unit configurations are proposed to be altered.

(10) Site Control.

(A) Evidence that the Development Owner has Site Control must be submitted. If the evidence is not in the name of the Development Owner, then an Affiliate of the Development Owner must have Site Control that allows for an ability to assign the Site Control to the Development Owner. All of the sellers of the proposed Property for the thirty-six (36) months prior to the first day of the Application Acceptance Period and their relationship, if any, to members of the Development Team must be identified at the time of Application. The Department may request documentation at any time after submission of an Application of the Development Owner's ability to compel title of any Affiliated property acquisition(s) and the Development Owner must be able to promptly provide such documentation or the Application, award, or Commitment may be terminated. The Department acknowledges and understands that the Property may have one or more encumbrances at the time of Application submission and the Department will take into account whether any such encumbrance is reasonable within the legal and financial ability of the Development Owner to address without delaying development on the timeline contemplated in the Application. Tax-Exempt Bond Lottery Applications must have Site Control valid through December 1 of the prior program year with the option to extend through March 1 of the current program year.

(B) In order to establish Site Control, one of the items described in clauses (i) - (iii) of this subparagraph must be provided. In the case of land donations, Applicants must demonstrate that the entity donating the land has Site Control as evidenced through one of the items described in clauses (i) - (iii) of this subparagraph or other documentation acceptable to the Department.

(i) a recorded warranty deed vesting indefeasible title in the Development Owner or, if transferrable to the Development Owner, an Affiliate of the Owner, with corresponding executed settlement statement (or functional equivalent for an existing lease with at least forty-five (45) years remaining); or

(ii) a contract or option for lease with a minimum term of forty-five (45) years that includes a price; address and/or legal description; proof of consideration in the form specified in the contract; and expiration date; or

(iii) a contract for sale or an option to purchase that includes a price; address and/or legal description; proof of consideration in the form specified in the contract; and expiration date;

(C) If the acquisition can be characterized as an identity of interest transaction, as described in §11.302 of this chapter, then the documentation as further described therein must be submitted

in addition to that of subparagraph (B) of this paragraph.

(D) If ingress and egress to a public right of way are not part of the Property described in the site control documentation, the Applicant must provide evidence of an easement, leasehold, or similar documented access, along with evidence that the fee title owner of the property agrees that the LURA may extend to the access easement.

(11) Zoning. (§2306.6705(5)) Acceptable evidence of zoning for all Developments must include one of subparagraphs (A) - (D) of this paragraph. In instances where annexation of a Development Site occurs while the Application is under review, the Applicant must submit evidence of appropriate zoning with the Commitment or Determination Notice.

(A) No Zoning Ordinance in Effect. The Application must include a letter from a local government official with appropriate jurisdiction stating that the Development is located within the boundaries of a political subdivision that has no zoning.

(B) Zoning Ordinance in Effect. The Application must include a letter from a local government official with appropriate jurisdiction stating the Development is permitted under the provisions of the zoning ordinance that applies to the location of the Development.

(C) Requesting a Zoning Change. The Application must include evidence in the form of a letter from a local government official with jurisdiction over zoning matters that the Applicant or Affiliate has made formal application for a required zoning change and that the jurisdiction has received a release whereby the applicant for the zoning change has agreed to hold the political subdivision and all other parties harmless in the event the appropriate zoning is not granted. Documentation of final approval of appropriate zoning must be submitted to the Department with the Commitment or Determination Notice.

(D) Zoning for Rehabilitation Developments. In an area with zoning, the Application must include documentation of current zoning. If the Property is currently conforming but with an overlay that would make it a non-conforming use as presently zoned, the Application must include a letter from a local government official with appropriate jurisdiction which addresses the items in clauses (i) - (v) of this subparagraph:

- (i) a detailed narrative of the nature of non-conformance;
- (ii) the applicable destruction threshold;
- (iii) that it will allow the non-conformance;
- (iv) Owner's rights to reconstruct in the event of damage; and
- (v) penalties for noncompliance.

(12) Title Commitment/Policy. A title commitment or title policy must be submitted that includes a legal description that is consistent with the Site Control. If the title commitment or policy is dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications, then a letter from the title company indicating that nothing further has transpired during the six-month period on the commitment or policy must be submitted.

(A) The title commitment must list the name of the Development Owner as the proposed insured and lists the seller or lessor as the current owner of the Development Site.

(B) The title policy must show that the ownership (or leasehold) of the Development Site is vested in the name of the Development Owner.

(13) Ownership Structure and Previous Participation.

(A) Organizational Charts. A chart must be submitted that clearly illustrates the complete organizational structure of the final proposed Development Owner and of any Developer and Guarantor, identifying all Principals thereof and providing the names and ownership percentages of all Persons having an ownership interest in the Development Owner, Developer and Guarantor, as applicable, whether directly or through one or more subsidiaries, whether or not they have Control. Persons having Control should be specifically identified on the Chart. Individual board members and executive directors of nonprofit entities, governmental bodies, and corporations, as applicable, must be included in this exhibit and trusts must list all beneficiaries that have the legal ability to control or direct activities of the trust and are not just financial beneficiaries. The List of Organizations form, as provided in the Application, must include all Persons identified on the organizational charts, and further identify which of those Persons listed exercise Control of the Development.

(B) Previous Participation. Evidence must be submitted that each individual and entity shown on the organizational charts described in subparagraph (A) of this paragraph ~~that the Development Owner and each Affiliate (with an ownership interest in the Development), including entities and individuals (unless excluded under 10 TAC Chapter 1, Subchapter C)~~ has provided a copy of the completed previous participation information to the Department. Individual Principals of such entities identified on the organizational chart and on the List of Organizations form, must provide the previous participation information, unless excluded from such requirement pursuant to Chapter 1 Subchapter C of this title. The information must include a list of all Developments that are, or were, previously under ownership or Control of the Applicant and/or each Principal, including any Person providing the required experience. All participation in any Department funded or monitored activity, including non-housing activities, as well as Housing Tax Credit developments or other programs administered by other states using state or federal programs must be disclosed. The individuals providing previous participation information will authorize the parties overseeing such assistance to release compliance histories to the Department.

(14) Nonprofit Ownership. Applications that involve a §501(c)(3) or (4) nonprofit General Partner or Owner shall submit the documentation identified in subparagraph (A) or (B) of this paragraph as applicable. A resolution approved at a regular meeting of the majority of the board of directors of the nonprofit, indicating clear approval of the organization's participation in each specific Application, and naming all members of the board and employees who may act on its behalf, must be provided.

(A) Competitive HTC Applications. Applications for Competitive Housing Tax Credits involving a §501(c)(3) or (4) nonprofit General Partner and which meet the Nonprofit Set-Aside requirements, must submit all of the documents described in this subparagraph and indicate the nonprofit status on the carryover documentation and IRS Forms 8609. (§2306.6706) Applications that include an affirmative election to not be treated under the set-aside and a certification that they do not expect to receive a benefit in the allocation of tax credits as a result of being Affiliated with a nonprofit only need to submit the documentation in subparagraph (B) of this paragraph.

(i) An IRS determination letter which states that the nonprofit organization has been determined by the Internal Revenue Service to be tax-exempt under §501(c)(3) or (4) of the Code;

(ii) The Nonprofit Participation exhibit as provided in the Application, including a list of the names and contact information for all board members, directors, and officers;

(iii) A Third Party legal opinion stating:

(I) that the nonprofit organization is not Affiliated with or Controlled by a for-profit organization and the basis for that opinion;

(II) that the nonprofit organization is eligible, as further described, for a Housing Credit Allocation from the Nonprofit Set-Aside pursuant to Code, §42(h)(5) and the basis for that opinion;

(III) that one of the exempt purposes of the nonprofit organization is to provide low-income housing;

(IV) that the nonprofit organization prohibits a member of its board of directors, other than a chief staff member serving concurrently as a member of the board, from receiving material compensation for service on the board. If the Application includes a request for CHDO funds, no member of the board may receive compensation, including the chief staff member;

(V) that the Qualified Nonprofit Development will have the nonprofit entity or its nonprofit Affiliate or subsidiary be the Developer or co-Developer as evidenced in the development agreement;

(VI) that the nonprofit organization has the ability to do business as a nonprofit in Texas;

(iv) a copy of the nonprofit organization's most recent financial statement as prepared by a Certified Public Accountant; and

(v) evidence in the form of a certification that a majority of the members of the nonprofit organization's board of directors principally reside:

(I) in this state, if the Development is located in a Rural Area; or

(II) not more than ninety (90) miles from the Development, if the Development is not located in a Rural Area.

(B) All Other Applications. Applications that involve a §501(c)(3) or (4) nonprofit General Partner or Owner must submit an IRS determination letter which states that the nonprofit organization has been determined by the Internal Revenue Service to be tax-exempt under §501(c)(3) or (4) of the Code; and the Nonprofit Participation exhibit as provided in the Application. If the Application involves a nonprofit that is not exempt from taxation under §501(c)(3) or (4) of the Code, then they must disclose in the Application the basis of their nonprofit status.

(15) Site Design and Development Feasibility Report. This report, compiled by the Applicant or Third Party Consultant, and prepared in accordance with this paragraph, which reviews site conditions and development requirements of the Development and Development Site, is required for any New Construction, Reconstruction or Adaptive Reuse Development.

(A) Executive Summary as a narrative overview of the Development in sufficient detail that would help a reviewer of the Application better understand the site, the site plan, off site requirements (including discussion of any seller contributions or reimbursements), any other unique development requirements, and their impact on Site Work and Off Site Construction costs. The summary should contain a general statement regarding the level of due diligence that has been done relating to site development (including discussions with local government development offices). Additionally, the overview should contain a summary of zoning requirements, subdivision requirements, property identification number(s) and millage rates for all taxing jurisdictions, development ordinances, fire department requirements, site ingress and egress requirements, building codes, and local design requirements impacting the Development (include website links but do not attach copies of ordinances). Careful focus and attention should be made regarding any atypical items materially impacting costs or the successful and timely execution of the Development plan. The report must also include the following statement, "all persons who have a property interest in this report hereby acknowledge that the Department may

publish the full report on the Department's website, release the report in response to a request for public information and make other use of the report as authorized by law.”

(B) Survey as defined by the Texas Society of Professional Surveyors in their Manual of Practice for Land Surveying in Texas (Category 1A - Land Title Survey or Category 1B - Standard Land Boundary Survey). Surveys may not be older than 24 months from the beginning of the Application Acceptance Period. Applications proposing noncontiguous single family scattered sites are not required to submit surveys or plats at Application, but this information may be requested during the Real Estate Analysis review.

(C) Preliminary site plan prepared by the civil engineer with a statement that the plan materially adheres to all applicable zoning, site development, and building code ordinances. The site plan must identify all structures, site amenities, parking spaces and driveways, topography (using either existing seller topographic survey or U.S. Geological Survey (USGS)/other database topography), site drainage and detention, water and waste water utility tie-ins, general placement of retaining walls, set-back requirements, and any other typical or locally required items. Off-site improvements required for utilities, detention, access or other requirement must be shown on the site plan or ancillary drawings.

(D) Architect or civil engineer prepared statement describing the entitlement, site development permitting process and timing, building permitting process and timing, and an itemization specific to the Development of total anticipated impact, site development permit, building permit, and other required fees.

§11.205. Required Third Party Reports. The Environmental Site Assessment, Property Condition Assessment, Appraisal (if applicable), and the Market Analysis must be submitted no later than the Third Party Report Delivery Date as identified in §11.2(b) of this chapter (relating to Tax-Exempt Bond and Multifamily Loan Development Dates and Deadlines). For Competitive HTC Applications, the Environmental Site Assessment, Property Condition Assessment, Appraisal (if applicable), and the Primary Market Area map (with definition based on census tracts, and site coordinates in decimal degrees, area of PMA in square miles, and list of census tracts included) must be submitted no later than the Full Application Delivery Date as identified in §11.2(a) of this title (relating to Program Calendar for Competitive Housing Tax Credits) and the Market Analysis must be submitted no later than the Market Analysis Delivery Date as identified in §11.2(a) of this chapter. For Competitive HTC Applications, if the reports, in their entirety, are not received by the deadline, the Application will be terminated. An electronic copy of the report in the format of a single file containing all information and exhibits clearly labeled with the report type, Development name and Development location are required. All Third Party reports must be prepared in accordance with Subchapter D of this chapter (relating to Underwriting and Loan Policy). The Department may request additional information from the report provider or revisions to the report as needed. In instances of non-response by the report provider, the Department may substitute in-house analysis. The Department is not bound by any opinions expressed in the report.

(1) Environmental Site Assessment. This report, required for all Developments and prepared in accordance with the requirements of §11.305 of this chapter (relating to Environmental Site Assessment Rules and Guidelines), must not be dated more than twelve (12) months prior to the date of Application submission for non-Competitive Applications, or the first day of the Application Acceptance Period for Competitive HTC Applications. If this timeframe is exceeded, then a letter or updated report must be submitted, dated not more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications from the Person or organization which prepared the initial assessment confirming that the site has been re-inspected and reaffirming the conclusions of the

initial report or identifying the changes since the initial report.

(A) Existing Developments funded by USDA will not be required to supply this information; however, it is the Applicant's responsibility to ensure that the Development is maintained in compliance with all state and federal environmental hazard requirements.

(B) If the report includes a recommendation that an additional assessment be performed, then a statement from the Applicant must be submitted with the Application indicating those additional assessments and recommendations will be performed prior to closing. If the assessments require further mitigating recommendations, then evidence indicating the mitigating recommendations have been carried out must be submitted at cost certification.

(2) Market Analysis. The Market Analysis, required for all Developments and prepared in accordance with the requirements of §11.303 of this chapter (relating to Market Analysis Rules and Guidelines), must not be dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications. If the report is older than six (6) months, but not more than twelve (12) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications, the Qualified Market Analyst that prepared the report may provide a statement that reaffirms the findings of the original Market Analysis. The statement may not be dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications and must be accompanied by the original Market Analysis.

(A) The report must be prepared by a disinterested Qualified Market Analyst approved by the Department in accordance with the approval process outlined in §11.303 of this chapter;

(B) Applications in the USDA Set-Aside proposing Rehabilitation with residential structures at or above 80 percent occupancy at the time of Application submission, the appraisal, required for Rehabilitation Developments and Identity of Interest transactions prepared in accordance with §11.304 of this chapter (relating to Appraisal Rules and Guidelines), will satisfy the requirement for a Market Analysis; however, the Department may request additional information as needed. (§2306.67055; §42(m)(1)(A)(iii))

(C) It is the responsibility of the Applicant to ensure that this analysis forms a sufficient basis for the Applicant to be able to use the information obtained to ensure that the Development will comply with fair housing laws.

(3) Property Condition Assessment (PCA). This report, required for Rehabilitation (excluding Reconstruction) and Adaptive Reuse Developments and prepared in accordance with the requirements of §11.306 of this chapter (relating to Property Condition Assessment Guidelines), must not be dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications. If the report is older than six (6) months, but not more than twelve (12) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications, the report provider may provide a statement that reaffirms the findings of the original PCA. The statement may not be dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications and must be accompanied by the original PCA. For Developments which require a capital needs assessment from USDA the capital needs assessment may be substituted and may be more than six (6) months old, as long as USDA has confirmed in writing that the existing capital needs assessment is still acceptable and it meets the requirements of §11.306 of this chapter. All Rehabilitation Developments financed with Direct Loans must also submit a capital needs assessment estimating the useful life of each major system. This assessment must

include a comparison between the local building code and the International Existing Building Code of the International Code Council. The report must be accompanied by the Department's Property Condition Assessment Cost Schedule Supplement in the form of an excel workbook as published on the Department's website.

(4) Appraisal. This report, required for all Rehabilitation Developments and prepared in accordance with the requirements of §11.304 of this chapter, is required for any Application claiming any portion of the building acquisition in Eligible Basis, and Identity of Interest transactions pursuant to Subchapter D of this chapter, must not be dated more than six (6) months prior to the date of Application submission or the first day of the Application Acceptance Period for Competitive HTC Applications. For Developments that require an appraisal from USDA, the appraisal may be more than six (6) months old, as long as USDA has confirmed in writing that the existing appraisal is still acceptable.

§11.206. Board Decisions (§§2306.6725(c); 2306.6731; and 42(m)(1)(A)(iv)). The Board's decisions regarding awards shall be based upon the Department's and the Board's evaluation of the proposed Developments' consistency with, and fulfillment of, the criteria and requirements set forth in this chapter, Chapter 13 of this title (relating to Multifamily Direct Loan) and other applicable Department rules and other applicable state, federal and local legal requirements, whether established in statute, rule, ordinance, published binding policy, official finding, or court order. The Board shall document the reasons for each Application's selection, including any discretionary factors used in making its determination, including good cause, and the reasons for any decision that conflicts with the recommendations made by Department staff. Good cause includes the Board's decision to apply discretionary factors where authorized. The Department reserves the right to reduce the amount of funds requested in an Application, condition the award recommendation or terminate the Application based on the Applicant's inability to demonstrate compliance with program requirements.

§11.207. Waiver of Rules.

An Applicant may request a waiver in writing at or prior to the submission of the pre-application (if applicable) or the Application or subsequent to an award. Waiver requests on Competitive HTC Applications will not be accepted between submission of the Application and any award for the Application. Staff may identify and initiate a waiver request as part of another Board action request. Where appropriate, the Applicant must submit with the requested waiver any plans for mitigation or alternative solutions. Any such request for waiver must be specific to the unique facts and circumstances of an actual proposed Development and must be submitted to the Department in the format required in the Multifamily Programs Procedures Manual. Any waiver, if granted, shall apply solely to the Application and shall not constitute a general modification or waiver of the rule involved. All waiver requests must meet the requirements of paragraphs (1) and (2) of this subsection.

(1) The waiver request must establish how the need for the waiver was both not reasonably foreseeable and was not preventable by the Applicant. In applicable circumstances, this may include limitations of local building or zoning codes, limitations of existing building structural elements for Adaptive Reuse or Rehabilitation (excluding Reconstruction) Developments, required amenities or design elements in buildings designated as historic structures that would conflict with retaining the historic nature of the building(s), or provisions of the design element or amenity that would not benefit the tenants due to limitations of the existing layout or design of the units for Adaptive Reuse or Rehabilitation (excluding Reconstruction) Developments. A recommendation for a waiver may be subject to the Applicant's provision of alternative design elements or amenities of a similar nature or that serve a similar purpose. Waiver requests for items that were elected to meet scoring criteria or where the Applicant was provided a menu of

options to meet the requirement will not be considered to satisfy this paragraph as such waiver request would be either or both foreseeable and preventable.

(2) The waiver request must establish how, by granting the waiver, it better serves the policies and purposes articulated in Tex. Gov't Code, §§2306.001, 2306.002, 2306.359, and 2306.6701, (which are general in nature and apply to the role of the Department and its programs, including the Housing Tax Credit program) than not granting the waiver.

(3) The Board may not grant a waiver to provide directly or implicitly any forward commitments or any waiver that is prohibited by statute (i.e., statutory requirements may not be waived). The Board may grant a waiver that is in response to a natural, federally declared disaster that occurs after the adoption of the multifamily rules to the extent authorized by a governor declared disaster proclamation suspending regulatory requirements.

Subchapter D —Underwriting and Loan Policy

§11.301. General Provisions.

(a) Purpose. This subchapter applies to the underwriting, Market Analysis, appraisal, Environmental Site Assessment, Property Condition Assessment, and Direct Loan standards employed by the Department. This subchapter provides rules for the underwriting review of an affordable housing Development's financial feasibility and economic viability that ensures the most efficient allocation of resources while promoting and preserving the public interest in ensuring the long-term health of the Department's portfolio. In addition, this subchapter guides staff in making recommendations to the Executive Award and Review Advisory Committee (the "Committee"), Executive Director, and the Board to help ensure procedural consistency in the determination of Development feasibility (Texas Government Code, §§2306.081(c), 2306.185, and 2306.6710(d)). Due to the unique characteristics of each Development, the interpretation of the rules and guidelines described in this subchapter is subject to the discretion of the Department and final determination by the Board.

(b) Appeals. Certain programs contain express appeal options. Where not indicated, §11.902 of this chapter (relating to Appeals Process (§2306.0321; §2306.6715)) includes general appeal procedures. In addition, the Department encourages the use of Alternative Dispute Resolution ("ADR") methods, as outlined in §11.904 of this chapter (relating to Alternative Dispute Resolution (ADR) Policy).

§11.302. Underwriting Rules and Guidelines.

(a) General Provisions. Pursuant to Tex. Gov't Code, §2306.148 and §2306.185(b), the Board is authorized to adopt underwriting standards as set forth in this section. Furthermore for Housing Credit Allocation, Code §42(m)(2), requires the tax credits allocated to a Development not to exceed the amount necessary to assure feasibility. Additionally, 24 CFR Parts 92 and 93, as further described in CPD Notice 15-11 require the Department to adopt rules and standards to determine the appropriate Multifamily Direct Loan feasibility. The rules adopted pursuant to the Tex. Gov't Code and the Code are developed to result in an Underwriting Report ("Report") used by the Board in decision making with the goal of assisting as many Texans as possible by providing no more financing than necessary based on an independent analysis of Development feasibility. The Report generated in no way guarantees or purports to warrant the actual performance, feasibility, or viability of the Development.

(b) Report Contents. The Report provides a synopsis and reconciliation of the Application information submitted by the Applicant. For the purpose of this subchapter the term Application includes additional documentation submitted after the initial award of funds that is relevant to any subsequent reevaluation. The Report contents will be based upon information that is provided in accordance with and within the timeframes set forth in 10 TAC Chapter 11, Subchapter A or a Notice of Funds Availability ("NOFA"), as applicable.

(c) Recommendations in the Report. The conclusion of the Report includes a recommended award of funds or Housing Credit Allocation Amount and states any feasibility or other conditions to be placed on the award. The award amount is based on the lesser of the following:

(1) Program Limit Method. For Housing Credit Allocations, this method is based upon calculation of Eligible Basis after applying all cost verification measures and program limits as described in this section. The Applicable Percentage used is defined in §11.1(d) of this chapter (relating to Definitions). For Department programs other than Housing Tax Credits, this method is based upon calculation of the funding limit in current program rules or NOFA at the time of underwriting.

(2) Gap Method. This method evaluates the amount of funds needed to fill the gap created by

Total Housing Development Cost less total non-Department-sourced funds or Housing Tax Credits. In making this determination, the Underwriter resizes any anticipated Deferred Developer Fee downward (but not less than zero) before reducing the amount of Department funds or Housing Tax Credits. In the case of Housing Tax Credits, the syndication proceeds needed to fill the gap in permanent funds are divided by the syndication rate to determine the amount of Housing Tax Credits. In making this determination and based upon specific conditions set forth in the Report, the Underwriter may assume adjustments to the financing structure (including treatment of cash flow loans as if fully amortizing over its term) or make adjustments to any Department financing, such that the cumulative Debt Coverage Ratio ("DCR") conforms to the standards described in this section. For Housing Tax Credit Developments at cost certification, timing adjusters may be considered as a reduction to equity proceeds for this purpose. Timing adjusters must be consistent with and documented in the original partnership agreement (at admission of the equity partner) but relating to causes outside of the Developer's or Owner's control. The equity partner must provide a calculation of the amount of the adjuster to be used by the Underwriter.

(3) The Amount Requested. The amount of funds that is requested by the Applicant. For Housing Tax Credit Developments (exclusive of Tax-Exempt Bond Developments) this amount is limited to the amount requested in the original Application documentation.

(d) Operating Feasibility. The operating feasibility of a Development funded by the Department is tested by analyzing its Net Operating Income ("NOI") to determine the Development's ability to pay debt service and meet other financial obligations throughout the Affordability Period. NOI is determined by subtracting operating expenses, including replacement reserves and taxes, from rental and other income sources.

(1) Income. In determining the first year stabilized pro forma, the Underwriter evaluates the reasonableness of the Applicant's income pro forma by determining the appropriate rental rate per unit based on subsidy contracts, program limitations including but not limited to Utility Allowances, actual rents supported by rent rolls and Market Rents and other market conditions. Miscellaneous income, vacancy and collection loss limits as set forth in subparagraphs (B) and (C) of this paragraph, respectively, are used unless well-documented support is provided and independently verified by the Underwriter.

(A) Rental Income. The Underwriter will review the Applicant's proposed rent schedule and determine if it is consistent with the representations made throughout the Application. The Underwriter will independently calculate a Pro Forma Rent for comparison to the Applicant's estimate in the Application.

(i) Market Rents. The Underwriter will use the Market Analyst's conclusion of Market Rent if reasonably justified and supported by the attribute adjustment matrix of Comparable Units as described in §11.303 of this chapter (relating to Market Analysis Rules and Guidelines). Independently determined Market Rents by the Underwriter may be used based on rent information gained from direct contact with comparable properties, whether or not used by the Market Analyst and other market data sources. For a Development that contains less than 15% unrestricted units, the Underwriter will limit the Pro Forma Rents to the lesser of Market Rent or the Gross Program Rent at 60% AMI, or 80% if the Applicant will make the Income Average election. As an alternative, if the Applicant submits market rents that are up to 30% higher than the 60% AMI gross rent, or 80% AMI gross rent if the Applicant will make the Income Average election, and the Applicant submits an investor commissioned market study with the application, the Underwriter has the discretion to use the market rents supported by the investor commissioned market study in consideration of the independently determined rents. The Applicant must also provide a statement by the investor indicating that they have reviewed the

market study and agree with its conclusions.

(ii) **Gross Program Rent.** The Underwriter will use the Gross Program Rents for the year that is most current at the time the underwriting begins. When underwriting for a simultaneously funded competitive round, all Applications are underwritten with the Gross Program Rents for the same year. If Gross Program Rents are adjusted by the Department after the close of the Application Acceptance Period, but prior to publication of the Report, the Underwriter may adjust the Effective Gross Income ("EGI") to account for any increase or decrease in Gross Program Rents for the purposes of determining the reasonableness of the Applicant's EGI.

(iii) **Contract Rents.** The Underwriter will review rental assistance contracts to determine the Contract Rents currently applicable to the Development. Documentation supporting the likelihood of continued rental assistance is also reviewed. The Underwriter will take into consideration the Applicant's intent to request a Contract Rent increase. At the discretion of the Underwriter, the Applicant's proposed rents may be used as the Pro Forma Rent, with the recommendations of the Report conditioned upon receipt of final approval of such an increase.

(iv) **Utility Allowances.** The Utility Allowances used in underwriting must be in compliance with all applicable federal guidance, and §10.614 of this title relating to Utility Allowances. Utility Allowances must be calculated for individually metered tenant paid utilities.

(v) **Net Program Rents.** Gross Program Rent less Utility Allowance.

(vi) **Actual Rents** for existing Developments will be reviewed as supported by a current rent roll. For Unstabilized Developments, actual rents will be based on the most recent units leased with occupancy and leasing velocity considered. Actual rents may be adjusted by the Underwriter to reflect lease-up concessions and other market considerations.

(vii) **Collected Rent.** Represents the monthly rent amount collected for each Unit Type. For rent-assisted units, the Contract Rent is used. In absence of a Contract Rent, the lesser of the Net Program Rent, Market Rent or actual rent is used.

(B) Miscellaneous Income. All ancillary fees and miscellaneous secondary income, including but not limited to, late fees, storage fees, laundry income, interest on deposits, carport and garage rent, washer and dryer rent, telecommunications fees, and other miscellaneous income, are anticipated to be included in a \$5 to \$20 per Unit per month range. Exceptions may be made at the discretion of the Underwriter and must be supported by either the normalized operating history of the Development or other existing comparable properties within the same market area.

(i) The Applicant must show that a tenant will not be required to pay the additional fee or charge as a condition of renting a Unit and must show that the tenant has a reasonable alternative.

(ii) The Applicant's operating expense schedule should reflect an itemized offsetting line-item associated with miscellaneous income derived from pass-through utility payments, pass-through water, sewer and trash payments, and cable fees.

(iii) Collection rates of exceptional fee items will generally be heavily discounted.

(iv) If an additional fee is charged for the optional use of an amenity, any cost associated with the construction, acquisition, or development of the hard assets needed to produce the additional fee for such amenity must be excluded from Eligible Basis.

(C) Vacancy and Collection Loss. The Underwriter generally uses a normalized vacancy rate of 7.5 percent (5 percent vacancy plus 2.5 percent for collection loss). The Underwriter may use other assumptions based on conditions in the immediate market area. 100 percent project-based rental subsidy developments and other well documented cases may be underwritten at a combined 5 percent at the discretion of the Underwriter if the immediate market area's historical

performance reflected in the Market Analysis is consistently higher than a 95 percent occupancy rate.

(D) Effective Gross Income ("EGI"). EGI is the total of Collected Rent for all Units plus Miscellaneous Income less Vacancy and Collection Loss. If the Applicant's pro forma EGI is within 5 percent of the EGI independently calculated by the Underwriter, the Applicant's EGI is characterized as reasonable in the Report; however, for purposes of calculating the underwritten DCR the Underwriter's pro forma will be used unless the Applicant's pro forma meets the requirements of paragraph (3) of this subsection.

(2) Expenses. In determining the first year stabilized operating expense pro forma, the Underwriter evaluates the reasonableness of the Applicant's expense estimate based upon the characteristics of each Development, including the location, utility structure, type, the size and number of Units, and the Applicant's management plan. Historical, stabilized and certified financial statements of an existing Development or Third Party quotes specific to a Development will reflect the strongest data points to predict future performance. The Underwriter may review actual operations on the Applicant's other properties monitored by the Department, if any, or review the proposed management company's comparable properties. The Department's Database of properties located in the same market area or region as the proposed Development also provides data points; expense data from the Department's Database is available on the Department's website. Data from the Institute of Real Estate Management's ("IREM") most recent Conventional Apartments-Income/Expense Analysis book for the proposed Development's property type and specific location or region may be referenced. In some cases local or project-specific data such as PHA Utility Allowances and property tax rates are also given significant weight in determining the appropriate line item expense estimate. Estimates of utility savings from green building components, including on-site renewable energy, must be documented by an unrelated contractor or component vendor.

(A) General and Administrative Expense. ("G&A")--Accounting fees, legal fees, advertising and marketing expenses, office operation, supplies, and equipment expenses. G&A does not include partnership related expenses such as asset management, accounting or audit fees. Costs of tenant services are not included in G&A.

(B) Management Fee. Fee paid to the property management company to oversee the operation of the Property and is most often based upon a percentage of EGI as documented in an existing property management agreement or proposal. Typically, 5 percent of EGI is used, though higher percentages for rural transactions may be used. Percentages as low as 3 percent may be used if well documented.

(C) Payroll Expense. Compensation, insurance benefits, and payroll taxes for on-site office, leasing and maintenance staff. Payroll does not include Third-Party security or tenant services contracts. Staffing specific to tenant services, security or other staffing not related to customary property operations should be itemized and included in other expenses or tenant services expense.

(D) Repairs and Maintenance Expense. Materials and supplies for the repairs and maintenance of the Development including Third-Party maintenance contracts. This line-item does not include costs that are customarily capitalized that would result from major replacements or renovations.

(E) Utilities Expense. Gas and electric energy expenses paid by the Development. Estimates of utility savings from green building components, including on-site renewable energy, must be documented by an unrelated contractor or component vendor.

(F) Water, Sewer, and Trash Expense ("WST"). Includes all water, sewer and trash expenses

paid by the Development.

(G) Insurance Expense. Cost of Insurance coverage for the buildings, contents, and general liability, but not health or workman's compensation insurance.

(H) Property Tax. Includes real property and personal property taxes but not payroll taxes.

(i) An assessed value will be calculated based on the capitalization rate published by the county taxing authority. If the county taxing authority does not publish a capitalization rate, a capitalization rate of 10 percent or a comparable assessed value may be used.

(ii) Other assessed values or property tax estimates may be used based on development specific factors as determined by the Underwriter.

(iii) If the Applicant proposes a property tax exemption or PILOT agreement the Applicant must provide documentation in accordance with §10.402(d) of this title. At the underwriter's discretion, such documentation may be required prior to Commitment if deemed necessary.

(I) Replacement Reserves. Periodic deposits to a reserve account to pay for the future replacement or major repair of building systems and components (generally items considered capitalized costs). The Underwriter will use a minimum reserve of \$250 per Unit for New Construction and Reconstruction Developments and \$300 per Unit for all other Developments. The Underwriter may require an amount above \$300 for the Development based on information provided in the Property Condition Assessment ("PCA") or, for existing USDA developments, an amount approved by USDA. The Applicant's assumption for reserves may be adjusted by the Underwriter if the amount provided by the Applicant is insufficient to fund capital needs as documented by the PCA during the first fifteen (15) years of the long term pro forma. Higher reserves may be used if documented by a primary lender or syndicator.

(J) Other Operating Expenses. The Underwriter will include other reasonable, customary and documented property-level operating expenses such as audit fees, security expense, telecommunication expenses (tenant reimbursements must be reflected in EGI) and TDHCA's compliance fees. This category does not include depreciation, interest expense, lender or syndicator's asset management fees, or other ongoing partnership fees.

(K) Resident Services. Tenant services are not included as an operating expense or included in the DCR calculation unless:

(i) There is a documented financial obligation on behalf of the Owner with a unit of state or local government to provide tenant supportive services at a specified dollar amount. The financial obligation must be identified by the permanent lender in their term sheet and the dollar amount of the financial obligation must be included in the DCR calculation on the permanent lender's 15-year pro forma at Application. At cost certification and as a minimum, the estimated expenses underwritten at Application will be included in the DCR calculation regardless if actually incurred; or,

(ii) The Applicant demonstrates a history of providing comparable supportive services and expenses at existing Affiliated properties within the local area. Except for Supportive Housing Developments, the estimated expense of supportive services must be identified by the permanent lender in their term sheet and included in the DCR calculation on the 15-year pro forma. At cost certification and as a minimum, the estimated expenses underwritten at Application will be included in the DCR calculation regardless if actually incurred;

(iii) On-site staffing or pro ration of staffing for coordination of services only, not provision of services, can be included as a supportive services expense without permanent lender documentation.

(L) Total Operating Expenses. The total of expense items described in 10 TAC 11.302(d)(2)(A) – (K). If the Applicant's total expense estimate is within 5 percent of the final total expense figure calculated by the Underwriter, the Applicant's figure is characterized as reasonable in the Report; however, for purposes of calculating DCR, the Underwriter's independent calculation will be used unless the Applicant's first year stabilized pro forma meets the requirements of paragraph (3) of this subsection.

(3) Net Operating Income ("NOI"). The difference between the EGI and total operating expenses. If the Applicant's first year stabilized NOI figure is within 5 percent of the NOI calculated by the Underwriter, the Applicant's NOI is characterized as reasonable in the Report; however, for purposes of calculating the first year stabilized pro forma DCR, the Underwriter's calculation of NOI will be used unless the Applicant's first year stabilized EGI, total operating expenses, and NOI are each within 5 percent of the Underwriter's estimates. For Housing Tax Credit Developments at cost certification, actual NOI will be used as adjusted for stabilization of rents and extraordinary lease-up expenses. Permanent lender and equity partner stabilization requirements documented in the loan and partnership agreements will be considered in determining the appropriate adjustments and the NOI used by the Underwriter.

(4) Debt Coverage Ratio. DCR is calculated by dividing NOI by the sum of scheduled loan principal and interest payments for all permanent debt sources of funds. If executed loan documents do not exist, loan terms including principal and/or interest payments are calculated based on the terms indicated in the most current term sheet(s). Otherwise, actual terms indicated in the executed loan documents will be used. Term sheet(s) must indicate the DCR required by the lender for initial underwriting as well as for stabilization purposes. Unusual or non-traditional financing structures may also be considered.

(A) Interest Rate. The rate documented in the term sheet(s) or loan document(s) will be used for debt service calculations. Term sheets indicating a variable interest rate must provide a breakdown of the rate index and any component rates comprising an all-in interest rate. The term sheet(s) must state the lender's underwriting interest rate assumption, or the Applicant must submit a separate statement from the lender with an estimate of the interest rate as of the date of such statement. At initial underwriting, the Underwriter may adjust the underwritten interest rate assumption based on market data collected on similarly structured transactions or rate index history. Private Mortgage Insurance premiums and similar fees are not included in the interest rate but calculated on outstanding principal balance and added to the total debt service payment.

(B) Amortization Period. For purposes of calculating DCR, the permanent lender's amortization period will be used if not less than thirty (30) years and not more than forty (40) years. Up to fifty (50) years may be used for federally sourced or insured loans. For permanent lender debt with amortization periods less than thirty (30) years, thirty (30) years will be used. For permanent lender debt with amortization periods greater than forty (40) years, forty (40) years will be used. For non-Housing Tax Credit transactions a lesser amortization period may be used if the Department's funds are fully amortized over the same period as the primary senior debt.

(C) Repayment Period. For purposes of projecting the DCR over a thirty (30) year period for developments with permanent financing structures with balloon payments in less than thirty (30) years, the Underwriter will carry forward debt service based on a full amortization at the interest rate stated in the term sheet(s).

(D) Acceptable Debt Coverage Ratio Range. Except as set forth in clauses (i) or (ii) of this subparagraph, the acceptable first year stabilized pro forma DCR for all priority or foreclosable lien financing plus the Department's proposed financing must be between a minimum of 1.15 and a maximum of 1.35 (maximum of 1.50 for Housing Tax Credit Developments at cost certification).

(i) If the DCR is less than the minimum, the recommendations of the Report may be based on a reduction to debt service and the Underwriter will make adjustments to the financing structure in the order presented in subclauses (I) - (III) of this clause subject to a Direct Loan NOFA and program rules:

(I) a reduction to the principal amount of a Direct Loan;

(II) in the case where the amount of the Direct Loan determined in (I) is insufficient to balance the sources and uses;

(-a-) a reduction to the interest rate;

(-b-) an increase in the amortization period;

(III) an assumed reduction in the permanent loan amount for non-Department funded loans based upon the rates and terms in the permanent loan term sheet(s) as long as they are within the ranges in subparagraphs (A) and (B) of this paragraph.

(ii) If the DCR is greater than the maximum, the recommendations of the Report may be based on an increase to debt service and the Underwriter will make adjustments to the assumed financing structure in the order presented in subclauses (I) - (III) of this clause subject to a Direct Loan NOFA and program rules:

(I) an increase to the interest rate up to the highest interest rate on any senior debt or if no senior debt a market rate determined by the Underwriter based on current market interest rates;

(II) or a decrease in the amortization period but not less than thirty (30) years;

(III) an assumed increase in the permanent loan amount for non-Department funded loans based upon the rates and terms in the permanent loan term sheet as long as they are within the ranges in subparagraphs (A) and (B) of this paragraph.

(iii) For Housing Tax Credit Developments, a reduction in the recommended Housing Credit Allocation Amount may be made based on the Gap Method described in subsection (c)(2) of this section as a result of an increased debt assumption, if any.

(iv) For Developments financed with a Direct Loan subordinate to FHA financing, DCR on the Direct Loan will be calculated using 75% of the Surplus Cash (as defined by the applicable FHA program).

(v) The Underwriter may limit total debt service that is senior to a Direct Loan to produce an acceptable DCR on the Direct Loan.

(5) Long Term Pro forma. The Underwriter will create a 30-year operating pro forma using the following:

(A) The Underwriter's or Applicant's first year stabilized pro forma as determined by paragraph (3) of this subsection.

(B) A 2 percent annual growth factor is utilized for income and a 3 percent annual growth factor is utilized for operating expenses except for management fees that are calculated based on a percentage of each year's EGI.

(C) Adjustments may be made to the long term pro forma if satisfactory support documentation is provided by the Applicant or as independently determined by the Underwriter.

(e) Total Housing Development Costs. The Department's estimate of the Total Housing Development Cost will be based on the Applicant's Development cost schedule to the extent that costs can be verified to a reasonable degree of certainty with documentation from the Applicant and tools available to the Underwriter. For New Construction Developments, the Underwriter's

total cost estimate will be used unless the Applicant's Total Housing Development Cost is within 5 percent of the Underwriter's estimate. The Department's estimate of the Total Housing Development Cost for Rehabilitation Developments will be based in accordance with the estimated cost provided in the PCA for the scope of work as defined by the Applicant and §11.306(a)(5) of this chapter (relating to PCA Guidelines). If the Applicant's cost estimate is utilized and the Applicant's line item costs are inconsistent with documentation provided in the Application or program rules, the Underwriter may make adjustments to the Applicant's Total Housing Development Cost.

(1) Acquisition Costs. The underwritten acquisition cost is verified with Site Control document(s) for the Property. At Cost Certification, the underwritten acquisition cost will be the amount verified by the settlement statement. For Identify of Interest acquisitions, the cost will be limited to the underwritten acquisition cost at initial Underwriting.

(A) Excess Land Acquisition. In cases where more land is to be acquired (by the Applicant or a Related Party) than will be utilized as the Development Site and the remainder acreage is not accessible for use by tenants or dedicated as permanent and maintained green space, the value ascribed to the proposed Development Site will be prorated based on acreage from the total cost reflected in the Site Control document(s). An appraisal containing segregated values for the total acreage, the acreage for the Development Site and the remainder acreage, or tax assessment value may be used by the Underwriter in making a proration determination based on relative value; however, the Underwriter will not utilize a prorated value greater than the total amount in the Site Control document(s).

(B) Identity of Interest Acquisitions.

(i) An acquisition will be considered an identity of interest transaction when an Affiliate of the seller is an Affiliate of, a Related Party to, any Owner at any level of the Development Team or a Related Party lender; and

(I) is the current owner in whole or in part of the Property; or

(II) has or had within the prior 36 months, legal or beneficial ownership of the property or any portion thereof or interest therein prior to the first day of the Application Acceptance Period.

(ii) In all identity of interest transactions the Applicant is required to provide:

(I) the original acquisition cost in the most recent non-identity of interest transaction evidenced by an executed settlement statement or, if a settlement statement is not available, the original asset value listed in the most current financial statement for the identity of interest owner; and

(II) if the original acquisition cost evidenced by subclause (I) of this clause is less than the acquisition cost stated in the application:

(-a-) an appraisal that meets the requirements of §11.304 of this chapter (relating to Appraisal Rules and Guidelines); and

(-b-) any other verifiable costs of owning, holding, or improving the Property, excluding seller financing, that when added to the value from subclause (I) of this clause justifies the Applicant's proposed acquisition amount.

(-1-) For land-only transactions, documentation of owning, holding or improving costs since the original acquisition date may include property taxes, interest expense to unrelated Third Party lender(s), capitalized costs of any physical improvements, the cost of zoning, platting, and any off-site costs to provide utilities or improve access to the Property. All allowable holding and improvement costs must directly benefit the proposed Development by a reduction to hard or soft costs. Additionally, an annual return of 10 percent may be applied to the original capital

investment and documented holding and improvement costs; this return will be applied from the date the applicable cost is incurred until the date of the Department's Board meeting at which the Grant, Direct Loan and/or Housing Credit Allocation will be considered.

(-2-) For transactions which include existing residential or non-residential buildings that will be rehabilitated or otherwise retained as part of the Development, documentation of owning, holding, or improving costs since the original acquisition date may include capitalized costs of improvements to the Property, and in the case of USDA financed Developments the cost of exit taxes not to exceed an amount necessary to allow the sellers to be made whole in the original and subsequent investment in the Property and avoid foreclosure. Additionally, an annual return of 10 percent may be applied to the original capital investment and documented holding and improvement costs; this return will be applied from the date the applicable cost was incurred until the date of the Department's Board meeting at which the Grant, Direct Loan and/or Housing Credit Allocation will be considered. For any period of time during which the existing residential or non-residential buildings are occupied or otherwise producing revenue, holding and improvement costs will not include capitalized costs, operating expenses, property taxes, interest expense or any other cost associated with the operations of the buildings.

(C) In no instance will the acquisition cost utilized by the Underwriter exceed the lesser of the original acquisition cost evidenced by clause (ii)(I) of this subparagraph plus costs identified in clause (ii)(II)(-b-) of this subparagraph, or if applicable the "as-is" value conclusion evidenced by clause (ii)(II)(-a-) of this subparagraph or the transfer value approved by USDA. Acquisition cost is limited to appraised land value for transactions which include existing buildings that will be demolished. The resulting acquisition cost will be referred to as the "Adjusted Acquisition Cost."

(D) Eligible Basis on Acquisition of Buildings. Building acquisition cost will be included in the underwritten Eligible Basis if the Applicant provided an appraisal that meets the Department's Appraisal Rules and Guidelines as described in §11.304 of this chapter. The underwritten eligible building cost will be the lowest of the values determined based on clauses (i) - (iii) of this subparagraph:

- (i) the Applicant's stated eligible building acquisition cost;
- (ii) the total acquisition cost reflected in the Site Control document(s), or the Adjusted Acquisition Cost (as defined in subparagraph (B)(iii) of this paragraph), prorated using the relative land and building values indicated by the applicable appraised value;
- (iii) total acquisition cost reflected in the Site Control document(s), or the Adjusted Acquisition Cost (as defined in subparagraph (B)(iii) of this paragraph), less the appraised "as-vacant" land value; or
- (iv) the Underwriter will use the value that best corresponds to the circumstances presently affecting the Development that will continue to affect the Development after transfer to the new owner in determining the building value. These circumstances include but are not limited to operating subsidies, rental assistance, transfer values approved by USDA and/or property tax exemptions. Any value of existing favorable financing will be attributed prorata to the land and buildings.

(2) Off-Site Costs. The Underwriter will only consider costs of Off-Site Construction that are well documented and certified to by a Third Party engineer on the required Application forms with supporting documentation.

(3) Site Work Costs. The Underwriter will only consider costs of Site Work that are well documented and certified to by a Third Party engineer on the required Application forms with supporting documentation.

(4) Building Costs.

(A) New Construction and Reconstruction. The Underwriter will use the Marshall and Swift Residential Cost Handbook, other comparable published Third-Party cost estimating data sources, historical final cost certifications of previous Housing Tax Credit developments and other acceptable cost data available to the Underwriter to estimate Building Cost. Generally, the "Average Quality" multiple, townhouse, or single family costs, as appropriate, from the Marshall and Swift Residential Cost Handbook or other comparable published Third-Party data source, will be used based upon details provided in the Application and particularly building plans and elevations. The Underwriter will consider amenities, specifications and development types not included in the Average Quality standard. The Underwriter may consider a sales tax exemption for nonprofit General Contractors.

(B) Rehabilitation and Adaptive Reuse.

(i) The Applicant must provide a scope of work and narrative description of the work to be completed. The narrative should speak to all Off-Site Construction, Site Work, building components including finishes and equipment, and development amenities. The narrative should be in sufficient detail so that the reader can understand the work and it should generally be arranged consistent with the line-items on the PCA Cost Schedule Supplement and must also be consistent with the development cost schedule of the Application.

(ii) The Underwriter will use cost data provided on the PCA Cost Schedule Supplement.

(5) Contingency. Total contingency, including any soft cost contingency, will be limited to a maximum of 7 percent of Building Cost plus Site Work and Off-Site Construction for New Construction and Reconstruction Developments, and 10 percent of Building Cost plus Site Work and Off-Site Construction for Rehabilitation and Adaptive Reuse Developments. For Housing Tax Credit Developments, the percentage is applied to the sum of the eligible Building Cost, eligible Site Work costs and eligible Off-Site Construction costs in calculating the eligible contingency cost.

(6) General Contractor Fee. General Contractor fees include general requirements, contractor overhead, and contractor profit. General requirements include, but are not limited to, on-site supervision or construction management, off-site supervision and overhead, jobsite security, equipment rental, storage, temporary utilities, and other indirect costs. General Contractor fees are limited to a total of 14 percent on Developments with Hard Costs of \$3 million or greater, the lesser of \$420,000 or 16 percent on Developments with Hard Costs less than \$3 million and greater than \$2 million, and the lesser of \$320,000 or 18 percent on Developments with Hard Costs at \$2 million or less. Any contractor fees to Affiliates or Related Party subcontractors regardless of the percentage of the contract sum in the construction contract (s) will be treated collectively with the General Contractor Fee limitations. For Housing Tax Credit Developments, the percentages are applied to the sum of the Eligible Hard Costs in calculating the eligible contractor fees. For Developments also receiving financing from USDA, the combination of builder's general requirements, builder's overhead, and builder's profit should not exceed the lower of TDHCA or USDA requirements. Additional fees for ineligible costs will be limited to the same percentage of ineligible Hard Costs but will not be included in Eligible Basis.

(7) Developer Fee.

(A) For Housing Tax Credit Developments, the Developer Fee included in Eligible Basis cannot exceed 15 percent of the project's eligible costs, less Developer Fee, for Developments proposing fifty (50) Units or more and 20 percent of the project's eligible costs, less Developer Fee, for Developments proposing forty-nine (49) Units or less. For Public Housing Authority Developments for conversion under the HUD Rental Assistance Demonstration ("RAD")

program that will be financed using tax-exempt mortgage revenue bonds, the Developer Fee cannot exceed 20 percent of the project's eligible cost less Developer Fee.

(B) Any additional Developer Fee claimed for ineligible costs will be limited to the same percentage but applied only to ineligible Hard Costs (15 percent for Developments with fifty (50) or more Units, or 20 percent for Developments with forty-nine (49) or fewer Units). Any Developer Fee above this limit will be excluded from Total Housing Development Costs. All fees to Affiliates and/or Related Parties for work or guarantees determined by the Underwriter to be typically completed or provided by the Developer or Principal(s) of the Developer will be considered part of Developer Fee.

(C) In the case of a transaction requesting acquisition Housing Tax Credits:

(i) the allocation of eligible Developer Fee in calculating Rehabilitation/New Construction Housing Tax Credits will not exceed 15 percent of the Rehabilitation/New Construction eligible costs less Developer Fee for Developments proposing fifty (50) Units or more and 20 percent of the Rehabilitation/New Construction eligible costs less Developer Fee for Developments proposing forty-nine (49) Units or less; and

(ii) no Developer Fee attributable to an identity of interest acquisition of the Development will be included.

(D) Eligible Developer Fee is multiplied by the appropriate Applicable Percentage depending whether it is attributable to acquisition or rehabilitation basis.

(E) For non-Housing Tax Credit developments, the percentage can be up to 15 percent, but is based upon Total Housing Development Cost less the sum of the fee itself, land costs, the costs of permanent financing, excessive construction period financing described in paragraph (8) of this subsection, reserves, and any identity of interest acquisition cost.

(8) Financing Costs. All fees required by the construction lender, permanent lender and equity partner must be indicated in the term sheets. Eligible construction period interest is limited to the lesser of actual eligible construction period interest, or the interest on one (1) year's fully drawn construction period loan funds at the construction period interest rate indicated in the term sheet(s). For tax-exempt bond transactions up to twenty four (24) months of interest may be included. Any excess over this amount will not be included in Eligible Basis. Construction period interest on Related Party construction loans is only included in Eligible Basis with documentation satisfactory to the Underwriter that the loan will be at a market interest rate, fees and loan terms and the Related Party lender can demonstrate that it is routinely engaged in construction financing to unrelated parties.

(9) Reserves. Except for the underwriting of a Housing Tax Credit Development at cost certification, the Underwriter will utilize the amount described in the Applicant's project cost schedule if it is within the range of two (2) to six (6) months of stabilized operating expenses plus debt service. Alternatively, the Underwriter may consider a greater amount proposed by the First Lien Lender or syndicator if the detail for such greater amount is found by the Underwriter to be both reasonable and well documented. Reserves do not include capitalized asset management fees, guaranty reserves, tenant services reserves or other similar costs. Lease up reserves, exclusive of initial start-up costs, funding of other reserves and interim interest, may be considered with documentation showing sizing assumptions acceptable to the Underwriter. In no instance at initial underwriting will total reserves exceed twelve (12) months of stabilized operating expenses plus debt service (and only for USDA or HUD financed rehabilitation transactions the initial deposits to replacement reserves and transferred replacement reserves for USDA or HUD financed rehabilitation transactions). Pursuant to §10.404(c) of this title and for the underwriting of a Housing Tax Credit Development at cost certification, operating reserves that will be

maintained for a minimum period of five years and documented in the Owner's partnership agreement and/or the permanent lender's loan documents will be included as a development cost.

(10) Soft Costs. Eligible soft costs are generally costs that can be capitalized in the basis of the Development for tax purposes. The Underwriter will evaluate and apply the allocation of these soft costs in accordance with the Department's prevailing interpretation of the Code. Generally the Applicant's costs are used however the Underwriter will use comparative data to determine the reasonableness of all soft costs.

(11) Additional Tenant Amenities. For Housing Tax Credit Developments and after submission of the cost certification package, the Underwriter may consider costs of additional building and site amenities (suitable for the tenant population being served) proposed by the Owner in an amount not to exceed 1.5% of the originally underwritten Hard Costs. The additional amenities may be included in the LURA.

(12) Special Reserve Account. For Housing Tax Credit Developments at cost certification, the Underwriter may include a deposit of up to \$2,500 per Unit into a Special Reserve Account as a Development Cost.

(f) Development Team Capacity and Development Plan.

(1) The Underwriter will evaluate and report on the overall capacity of the Development Team by reviewing aspects, including but not limited to those identified in subparagraphs (A) - (D) of this paragraph:

(A) personal credit reports for development sponsors, Developer Fee recipients and those individuals anticipated to provide guarantee(s) in cases when warranted. The Underwriter may evaluate the credit report and identify any bankruptcy, state or federal tax liens or other relevant credit risks for compliance with eligibility and debarment requirements in this chapter;

(B) quality of construction, Rehabilitation, and ongoing maintenance of previously awarded housing developments by review of construction inspection reports, compliance on-site visits, findings of UPCS violations and other information available to the Underwriter;

(C) for Housing Tax Credit Developments, repeated or ongoing failure to timely submit cost certifications, requests for and clearance of final inspections, and timely response to deficiencies in the cost certification process;

(D) adherence to obligations on existing or prior Department funded developments with respect to program rules and documentation.

(2) While all components of the development plan may technically meet the other individual requirements of this section, a confluence of serious concerns and unmitigated risks identified during the underwriting process may result in an Application being referred to the Committee by the Director of Real Estate Analysis. The Committee will review any recommendation made under this subsection to deny an Application for a Grant, Direct Loan and/or Housing Credit Allocation prior to completion of the Report and posting to the Department's website.

(g) Other Underwriting Considerations. The Underwriter will evaluate additional feasibility elements as described in paragraphs (1) - (3) of this subsection.

(1) Floodplains. The Underwriter evaluates the site plan, floodplain map, survey and other information provided to determine if any of the buildings, drives, or parking areas reside within the 100-year floodplain. If such a determination is made by the Underwriter, the Report will include a condition that:

(A) the Applicant must pursue and receive a Letter of Map Amendment ("LOMA") or Letter of Map Revision ("LOMR-F"); or

(B) the Applicant must identify the cost of flood insurance for the buildings and for the tenant's contents for buildings within the 100-year floodplain and certify that the flood insurance will be obtained; and

(C) the Development must be proposed to be designed to comply with the QAP, Program Rules and NOFA, and applicable Federal or state requirements.

(2) Proximity to Other Developments. The Underwriter will identify in the Report any Developments funded or known and anticipated to be eligible for funding within one linear mile of the subject. Distance is measured in a straight line from nearest boundary point to nearest boundary point.

(3) Supportive Housing. The unique development and operating characteristics of Supportive Housing Developments may require special consideration in these areas:

(A) Operating Income. The extremely-low-income tenant population typically targeted by a Supportive Housing Development may include deep-skewing of rents to well below the 50 percent AMGI level or other maximum rent limits established by the Department. The Underwriter should utilize the Applicant's proposed rents in the Report as long as such rents are at or below the maximum rent limit proposed for the Units or equal to any project based rental subsidy rent to be utilized for the Development if higher than the maximum rent limits;

(B) Operating Expenses. A Supportive Housing Development may have significantly higher expenses for payroll, management fee, security, resident supportive services, or other items than typical affordable housing developments. The Underwriter will rely heavily upon the historical operating expenses of other Supportive Housing Developments Affiliated with the Applicant or otherwise available to the Underwriter. Expense estimates must be categorized as outlined in subsection (d)(2) of this section;

(C) DCR and Long Term Feasibility. Supportive Housing Developments may be exempted from the DCR requirements of subsection (d)(4)(D) of this section if the Development is anticipated to operate without conventional or "must-pay" debt. Applicants must provide evidence of sufficient financial resources to offset any projected 15-year cumulative negative Cash Flow. Such evidence will be evaluated by the Underwriter on a case-by-case basis to satisfy the Department's long term feasibility requirements and may take the form of one or a combination of: executed subsidy commitment(s); set-aside of Applicant's financial resources to be substantiated by current financial statements evidencing sufficient resources; and/or proof of annual fundraising success sufficient to fill anticipated operating losses. If either a set aside of financial resources or annual fundraising are used to evidence the long term feasibility of a Supportive Housing Development, a resolution from the Applicant's governing board must be provided confirming their irrevocable commitment to the provision of these funds and activities; and/or

(D) Total Housing Development Costs. For Supportive Housing Developments designed with only Efficiency Units, the Underwriter may use "Average Quality" dormitory costs, or costs of other appropriate design styles from the Marshall & Swift Valuation Service, with adjustments for amenities and/or quality as evidenced in the Application, as a base cost in evaluating the reasonableness of the Applicant's Building Cost estimate for New Construction Developments.

(h) Work Out Development. Developments that are underwritten subsequent to Board approval in order to refinance or gain relief from restrictions may be considered infeasible based on the guidelines in this section, but may be characterized as "the best available option" or

"acceptable available option" depending on the circumstances and subject to the discretion of the Underwriter as long as the option analyzed and recommended is more likely to achieve a better financial outcome for the property and the Department than the status quo.

(i) Feasibility Conclusion. An infeasible Development will not be recommended for a Grant, Direct Loan or Housing Credit Allocation unless the Underwriter can determine an alternative structure and/or conditions the recommendations of the Report upon receipt of documentation supporting an alternative structure. A Development will be characterized as infeasible if paragraph (1) or (2) of this subsection applies. The Development will be characterized as infeasible if one or more of paragraphs (3) - (5) of this subsection applies unless paragraph (6)(B) of this subsection also applies.

(1) Gross Capture Rate, AMGI Band Capture Rates, and Individual Unit Capture Rate. The method for determining capture rates for a Development is defined in §11.303 of this chapter. The Underwriter will independently verify all components and conclusions of the capture rates and may, at their discretion, use independently acquired demographic data to calculate demand and may make a determination of the capture rates based upon an analysis of the Sub-market. The Development:

(A) is characterized as an Elderly Development and the Gross Capture Rate or any AMGI band capture rate exceeds 10 percent; or

(B) is outside a Rural Area and targets the general population, and the Gross Capture Rate or any AMGI band capture rate exceeds 10 percent (or 15 percent for Tax-Exempt Bond Developments located in an MSA (as defined in the HTC Site Demographics Characteristics Report) with a population greater than 1 million if the average physical occupancy is 92.5% or greater for all stabilized affordable housing developments located within a 20 minute drive time, as supported by the Market Analyst, from the subject Development); or

(C) is in a Rural Area and targets the general population, and the Gross Capture Rate or any AMGI band capture rate exceeds 30 percent; or

(D) is Supportive Housing and the Gross Capture Rate or any AMGI band capture rate exceeds 30 percent; or,

(E) has an Individual Unit Capture Rate for any Unit Type greater than 65 percent.

(F) Developments meeting the requirements of subparagraph (A), (B), (C), (D) or (E) of this paragraph may avoid being characterized as infeasible if clause (i) or (ii) of this subparagraph apply.

(i) Replacement Housing. The proposed Development is comprised of affordable housing which replaces previously existing affordable housing within the Primary Market Area as defined in §11.303 of this chapter on a Unit for Unit basis, and gives the displaced tenants of the previously existing affordable housing a leasing preference.

(ii) Existing Housing. The proposed Development is comprised of existing affordable housing, whether defined by an existing land use and rent restriction agreement or if the subject rents are at or below 50% AMI rents, which is at least 50 percent occupied and gives displaced existing tenants a leasing preference as stated in a relocation plan.

(2) Deferred Developer Fee. Applicants requesting an allocation of tax credits where the estimated Deferred Developer Fee, based on the underwritten capitalization structure, is not repayable from Cash Flow within the first fifteen (15) years of the long term pro forma as described in subsection (d)(5) of this section.

(3) Pro Forma Rent. The Pro Forma Rent for Units with rents restricted at 60 percent of

AMGI, or above if the Applicant will make the Income Average election, is less than the Net Program Rent for Units with rents restricted at or below 50 percent of AMGI unless the Applicant accepts the Underwriter's recommendation, if any, that all restricted units have rents and incomes restricted at or below the 50 percent of AMGI level.

(4) Initial Feasibility.

(A) Except when underwritten at cost certification, the first year stabilized pro forma operating expense divided by the first year stabilized pro forma Effective Gross Income is greater than 68 percent for Rural Developments 36 Units or less and 65 percent for all other Developments.

(B) The first year DCR is below 1.15 (1.00 for USDA Developments).

(5) Long Term Feasibility. The Long Term Pro forma at any time during years two through fifteen, as defined in subsection (d)(5) of this section, reflects:

(A) a Debt Coverage Ratio below 1.15; or,

(B) negative cash flow (throughout the term of a Direct Loan).

(6) Exceptions. The infeasibility conclusions may be excepted when:

(A) Waived by the Executive Director of the Department or by the Committee if documentation is submitted by the Applicant to support unique circumstances that would provide mitigation.

(B) Developments not meeting the requirements of one or more of paragraphs (3), (4)(A) or (5) of this subsection will be re-characterized as feasible if one or more of clauses (i) - (v) of this subparagraph apply. A Development financed with a Direct Loan will not be re-characterized as feasible with respect to (5)(B).

(i) The Development will receive Project-based Section 8 Rental Assistance or the HUD Rental Assistance Demonstration Program for at least 50 percent of the Units and a firm commitment, with terms including Contract Rent and number of Units, is submitted at Application.

(ii) The Development will receive rental assistance for at least 50 percent of the Units in association with USDA financing.

(iii) The Development will be characterized as public housing as defined by HUD for at least 50 percent of the Units.

(iv) The Development will be characterized as Supportive Housing for at least 50 percent of the Units and evidence of adequate financial support for the long term viability of the Development is provided.

(v) The Development has other long term project based restrictions on rents for at least 50 percent of the Units that allow rents to increase based upon expenses and the Applicant's proposed rents are at least 10 percent lower than both the Net Program Rent and Market Rent.

§11.303 Market Analysis Rules and Guidelines

(a) General Provision. A Market Analysis prepared for the Department must evaluate the need for decent, safe, and sanitary housing at rental rates or sales prices that eligible tenants can afford. The analysis must determine the feasibility of the subject Property rental rates or sales price and state conclusions as to the impact of the Property with respect to the determined housing needs. The Market Analysis must include a statement that the report preparer has read and understood the requirements of this section. The Market Analysis must also include a statement that the person or company preparing the Market Analysis is a disinterested party and will not materially benefit from the Development in any other way than receiving a fee for performing the Market Analysis, and that the fee is in no way contingent upon the outcome of the Market Analysis. The

report must also include the following statement, “all persons who have a property interest in this report hereby must acknowledge that the Department may publish the full report on the Department’s website, release the report in response to a request for public information and make other use of the report as authorized by law.”

(b) Self-Contained. A Market Analysis prepared for the Department must allow the reader to understand the market data presented, the analysis of the data, and the conclusions derived from such data. All data presented should reflect the most current information available and the report must provide a parenthetical (in-text) citation or footnote describing the data source. The analysis must clearly lead the reader to the same or similar conclusions reached by the Market Analyst. All steps leading to a calculated figure must be presented in the body of the report.

(c) Market Analyst Qualifications. A Market Analysis submitted to the Department must be prepared and certified by an approved Qualified Market Analyst. (§2306.67055) The Department will maintain an approved Market Analyst list based on the guidelines set forth in paragraphs (1) - (3) of this subsection.

(1) The approved Qualified Market Analyst list will be updated and published annually on or about November 1st. If not listed as an approved Qualified Market Analyst by the Department, a Market Analyst may request approval by submitting items in subparagraphs (A) - (F) of this paragraph at least thirty (30) calendar days prior to the first day of the competitive tax credit Application Acceptance Period or thirty (30) calendar days prior to submission of any other application for funding for which the Market Analyst must be approved.

(A) Franchise Tax Account Status from the Texas Comptroller of Public Accounts (not applicable for sole proprietorships).

(B) A current organization chart or list reflecting all members of the firm who may author or sign the Market Analysis. A firm with multiple offices or locations must indicate all members expected to be providing Market Analysis.

(C) Resumes for all members of the firm or subcontractors who may author or sign the Market Analysis.

(D) General information regarding the firm's experience including references, the number of previous similar assignments and timeframes in which previous assignments were completed.

(E) Certification from an authorized representative of the firm that the services to be provided will conform to the Department's Market Analysis Rules and Guidelines, as described in this section, in effect for the Application Round in which each Market Analysis is submitted.

(F) A sample Market Analysis that conforms to the Department's Market Analysis Rules and Guidelines, as described in this section, in effect for the year in which the sample Market Analysis is submitted.

An already approved Qualified Market Analyst will remain on the list so long as at least one (1) Market Analysis has been submitted to the Department in the previous 12 months or items (A),(B),(C) and (E) are submitted prior to October 1st. Otherwise, the Market Analyst will automatically be removed from the list.

(2) During the underwriting process each Market Analysis will be reviewed and any discrepancies with the rules and guidelines set forth in this section may be identified and require timely correction. Subsequent to the completion of the Application Round and as time permits, staff or a review appraiser will re-review a sample set of submitted market analyses to ensure that the Department's Market Analysis Rules and Guidelines are met. If it is found that a Market Analyst has not conformed to the Department's Market Analysis Rules and Guidelines, as certified to, the

Market Analyst will be notified of the discrepancies in the Market Analysis and will be removed from the approved Qualified Market Analyst list.

(A) In and of itself, removal from the list of approved Market Analysts will not invalidate a Market Analysis commissioned prior to the removal date and at least ninety (90) days prior to the first day of the applicable Application Acceptance Period.

(B) To be reinstated as an approved Qualified Market Analyst, the Market Analyst must amend the previous report to remove all discrepancies or submit a new sample Market Analysis that conforms to the Department's Market Analysis Rules and Guidelines, as described in this section, in effect for the year in which the updated or new sample Market Analysis is submitted.

(d) Market Analysis Contents. A Market Analysis for a rental Development prepared for the Department must be organized in a format that follows a logical progression and must include, at minimum, items addressed in paragraphs (1) - (13) of this subsection.

(1) Title Page. Include Property address or location, effective date of analysis, date report completed, name and address of person authorizing report, and name and address of Market Analyst.

(2) Letter of Transmittal. The date of the letter must be the date the report was completed. Include Property address or location, description of Property, statement as to purpose and scope of analysis, reference to accompanying Market Analysis report with effective date of analysis and summary of conclusions, date of Property inspection, name of persons inspecting subject Property, and signatures of all Market Analysts authorized to work on the assignment. Include a statement that the report preparer has read and understood the requirements of this section.

(3) Table of Contents. Number the exhibits included with the report for easy reference.

(4) Market Analysis Summary. Include the Department's Market Analysis Summary exhibit.

(5) Assumptions and Limiting Conditions. Include a description of all assumptions, both general and specific, made by the Market Analyst concerning the Property.

(6) Identification of the Property. Provide a statement to acquaint the reader with the Development. Such information includes street address, tax assessor's parcel number(s), and Development characteristics.

(7) Statement of Ownership. Disclose the current owners of record and provide a three (3) year history of ownership for the subject Property.

(8) Primary Market Area. A limited geographic area from which the Development is expected to draw most of its demand. The size and shape of the PMA should be reflective of proximity to employment centers, services and amenities and contain the most significant areas from which to draw demand. All of the Market Analyst's conclusions specific to the subject Development must be based on only one PMA definition. The Market Analyst must adhere to the methodology described in this paragraph when determining the market area. (§2306.67055)

(A) The PMA will be defined by the Market Analyst as:

(i) geographic size based on a base year population no larger than necessary to provide sufficient demand but no more than 100,000 people;

(ii) boundaries based on U.S. census tracts; and

(iii) the population of the PMA may exceed 100,000 if the amount over the limit is contained within a single census tract.

(B) The Market Analyst's definition of the PMA must include:

- (i) a detailed narrative specific to the PMA explaining:
 - (I) how the boundaries of the PMA were determined with respect to census tracts chosen and factors for including or excluding certain census tracts in proximity to the Development;
 - (II) whether a more logical market area within the PMA exists but is not definable by census tracts and how this subsection of the PMA supports the rationale for the defined PMA;
 - (III) what are the specific attributes of the Development's location within the PMA that would draw prospective tenants from other areas of the PMA to relocate to the Development;
 - (IV) what are the specific attributes, if known, of the Development itself that would draw prospective tenants currently residing in other areas of the PMA to relocate to the Development;
 - (V) if the PMA crosses county lines, discuss the different income and rent limits in each county and how these differing amounts would affect the demand for the Development;
 - (VI) for rural Developments, discuss the relative draw (services, jobs, medical facilities, recreation, schools, etc.) of the Development's immediate local area (city or populous area if no city) in comparison to its neighboring local areas (cities, or populous areas if no cities), in and around the PMA. A rural PMA should not include significantly larger more populous areas unless the analyst can provide substantiation and rationale that the tenants would migrate to the Development's location from the larger cities;
 - (VII) discuss and quantify current and planned single-family and non-residential construction (include permit data if available); and
 - (VIII) other housing issues in general, if pertinent;
 - (ii) a complete demographic report for the defined PMA;
 - (iii) a scaled distance map indicating the PMA boundaries showing relevant U.S. census tracts with complete 11-digit identification numbers in numerical order with labels as well as the location of the subject Development and all comparable Developments. The map must indicate the total square miles of PMA; and,
 - (iv) a proximity table indicating distance from the Development to employment centers, medical facilities, schools, entertainment and any other amenities relevant to the potential residents and include drive time estimates.
- (C) Comparable Units.** Identify developments in the PMA with Comparable Units. In PMAs lacking sufficient rent comparables, it may be necessary for the Market Analyst to collect data from markets with similar characteristics and make quantifiable and qualitative location adjustments. Provide a data sheet for each comparable development consisting of:
- (i) development name;
 - (ii) address;
 - (iii) year of construction and year of Rehabilitation, if applicable;
 - (iv) property condition;
 - (v) Target Population;
 - (vi) unit mix specifying number of Bedrooms, number of baths, Net Rentable Area; and
 - (I) monthly rent and Utility Allowance; or
 - (II) sales price with terms, marketing period and date of sale;
 - (vii) description of concessions;

- (viii) list of unit amenities;
- (ix) utility structure;
- (x) list of common amenities;
- (xi) narrative comparison of its proximity to employment centers and services relative to targeted tenant population of the subject property; and,
- (xii) for rental developments only, the occupancy and turnover.

(9) Market Information.

(A) Identify the number of units for each of the categories in clauses (i) - (vi) of this subparagraph, if applicable:

- (i) total housing;
- (ii) all multi-family rental developments, including unrestricted and market-rate developments, whether existing, under construction or proposed;
- (iii) Affordable housing;
- (iv) Comparable Units;
- (v) Unstabilized Comparable Units; and
- (vi) proposed Comparable Units.

(B) Occupancy. The occupancy rate indicated in the Market Analysis may be used to support both the overall demand conclusion for the proposed Development and the vacancy rate assumption used in underwriting the Development described in §11.302(d)(1)(C) of this chapter (relating to Underwriting Rules and Guidelines). State the overall physical occupancy rate for the proposed housing tenure (renter or owner) within the defined market areas by:

- (i) number of Bedrooms;
- (ii) quality of construction (class);
- (iii) Target Population; and
- (iv) Comparable Units.

(C) Absorption. State the absorption trends by quality of construction (class) and absorption rates for Comparable Units.

(D) Demographic Reports.

- (i) All demographic reports must include population and household data for a five (5) year period with the year of Application submission as the base year;
- (ii) All demographic reports must provide sufficient data to enable calculation of income-eligible, age-, size-, and tenure-appropriate household populations;
- (iii) For Elderly Developments, all demographic reports must provide a detailed breakdown of households by age and by income; and
- (iv) A complete copy of all demographic reports relied upon for the demand analysis, including the reference index that indicates the census tracts on which the report is based.

(E) Demand. Provide a comprehensive evaluation of the need for the proposed housing for the Development as a whole and each Unit Type by number of Bedrooms proposed and rent restriction category within the defined market areas using the most current census and demographic data available. A complete demand and capture rate analysis is required in every

Market Study, regardless of the current occupancy level of an existing Development.

(i) Demographics. The Market Analyst should use demographic data specific to the characteristics of the households that will be living in the proposed Development. For example, the Market Analyst should use demographic data specific to the elderly populations (and any other qualifying residents for Elderly Developments) to be served by an Elderly Development, if available, and should avoid making adjustments from more general demographic data. If adjustment rates are used based on more general data for any of the criteria described in subclauses (I) - (V) of this clause, they should be clearly identified and documented as to their source in the report.

(I) Population. Provide population and household figures, supported by actual demographics, for a five (5) year period with the year of Application submission as the base year.

(II) Target. If applicable, adjust the household projections for the qualifying demographic characteristics such as the minimum age of the population to be served by the proposed Development.

(III) Household Size-Appropriate. Adjust the household projections or target household projections, as applicable, for the appropriate household size for the proposed Unit Type by number of Bedrooms proposed and rent restriction category based on 2 persons per Bedroom or one person for Efficiency Units.

(IV) Income Eligible. Adjust the household size appropriate projections for income eligibility based on the income bands for the proposed Unit Type by number of Bedrooms proposed and rent restriction category with:

(-a-) the lower end of each income band calculated based on the lowest gross rent proposed divided by 40 percent for the general population and 50 percent for elderly households; and

(-b-) the upper end of each income band equal to the applicable gross median income limit for the largest appropriate household size based on 2 persons per Bedroom (round up) or one person for Efficiency Units.

(V) Tenure-Appropriate. Adjust the income-eligible household projections for tenure (renter or owner). If tenure appropriate income eligible target household data is available, a tenure appropriate adjustment is not necessary.

(ii) Gross Demand. Gross Demand is defined as the sum of Potential Demand from the PMA, Demand from Other Sources, and External Demand.

(iii) Potential Demand. Potential Demand is defined as the number of income-eligible, age-, size-, and tenure-appropriate target households in the designated market area at the proposed placed in service date.

(I) Maximum eligible income is equal to the applicable gross median income limit for the largest appropriate household size.

(II) For Developments targeting the general population:

(-a-) minimum eligible income is based on a 40 percent rent to income ratio;

(-b-) appropriate household size is defined as 2 persons per Bedroom (rounded up); and

(-c-) the tenure-appropriate population for a rental Development is limited to the population of renter households.

(III) For Developments consisting solely of single family residences on separate lots with all Units having three (3) or more Bedrooms:

(-a-) minimum eligible income is based on a 40 percent rent to income ratio;

(-b-) appropriate household size is defined as 2 persons per Bedroom (rounded up); and

(-c-) Gross Demand includes both renter and owner households.

(IV) Elderly Developments:

(-a-) minimum eligible income is based on a 50 percent rent to income ratio; and

(-b-) Gross Demand includes all household sizes and both renter and owner households within the age range (and any other qualifying characteristics) to be served by the Elderly Development.

(V) Supportive Housing:

(-a-) minimum eligible income is \$1; and

(-b-) households meeting the occupancy qualifications of the Development (data to quantify this demand may be based on statistics beyond the defined PMA but not outside the historical service area of the Applicant).

(VI) For Developments with rent assisted units (PBV's, PHU's):

(-a-) minimum eligible income for the assisted units is \$1; and

(-b-) maximum eligible income for the assisted units is the minimum eligible income of the corresponding affordable unit.

(iv) External Demand: Assume an additional 10% of Potential Demand from the PMA to represent demand coming from outside the PMA.

(v) Demand from Other Sources:

(I) the source of additional demand and the methodology used to calculate the additional demand must be clearly stated;

(II) consideration of Demand from Other Sources is at the discretion of the Underwriter;

(III) Demand from Other Sources must be limited to households that are not included in Potential Demand; and

(IV) if households with Section 8 vouchers are identified as a source of demand, the Market Study must include:

(-a-) documentation of the number of vouchers administered by the local Housing Authority; and

(-b-) a complete demographic report for the area in which the vouchers are distributed.

(F) Employment. Provide a comprehensive analysis of employment trends and forecasts in the Primary Market Area. Analysis must discuss existing or planned employment opportunities with qualifying income ranges.

(10) Conclusions. Include a comprehensive evaluation of the subject Property, separately addressing each housing type and specific population to be served by the Development in terms of items in subparagraphs (A) - (I) of this paragraph. All conclusions must be consistent with the data and analysis presented throughout the Market Analysis.

(A) Unit Mix. Provide a best possible unit mix conclusion based on the occupancy rates by Bedroom type within the PMA and target, income-eligible, size-appropriate and tenure-appropriate household demand by Unit Type and income type within the PMA.

(B) Rents. Provide a separate Market Rent conclusion for each proposed Unit Type by number of Bedrooms and rent restriction category. Conclusions of Market Rent below the maximum Net Program Rent limit must be well documented as the conclusions may impact the feasibility of the

Development under §11.302(i) of this chapter. In support of the Market Rent conclusions, provide a separate attribute adjustment matrix for each proposed Unit Type by number of Bedrooms and rental restriction category.

- (i) The Department recommends use of HUD Form 92273.
- (ii) A minimum of three developments must be represented on each attribute adjustment matrix.
- (iii) Adjustments for concessions must be included, if applicable.
- (iv) Adjustments for proximity and drive times to employment centers and services narrated in the Comparable Unit description, and the rationale for the amount of the adjustments must be included.
- (v) Total adjustments in excess of 15 percent must be supported with additional narrative.
- (vi) Total adjustments in excess of 25 percent indicate the Units are not comparable for the purposes of determining Market Rent conclusions.

(C) Effective Gross Income. Provide rental income, secondary income, and vacancy and collection loss projections for the subject derived independent of the Applicant's estimates.

(D) Demand:

- (i) state the Gross Demand for each Unit Type by number of Bedrooms proposed and rent restriction category (*e.g.* one-Bedroom Units restricted at 50 percent of AMGI; two-Bedroom Units restricted at 60 percent of AMGI); and
- (ii) state the Gross Demand for the proposed Development as a whole. If some households are eligible for more than one Unit Type due to overlapping eligible ranges for income or household size, Gross Demand should be adjusted to avoid including households more than once.
- (iii) state the Gross Demand generated from each AMGI band. If some household incomes are included in more than one AMGI band, Gross Demand should be adjusted to avoid including households more than once.

(E) Relevant Supply. The Relevant Supply of proposed and unstabilized Comparable Units includes:

- (i) the proposed subject Units to be absorbed;
- (ii) Comparable Units in an Application with priority over the subject pursuant to §11.201(6) of this chapter; and
- (iii) Comparable Units in previously approved Developments in the PMA that have not achieved 90% occupancy for a minimum of 90 days.

(F) Gross Capture Rate. The Gross Capture Rate is defined as the Relevant Supply divided by the Gross Demand. Refer to §11.302(i) of this chapter for feasibility criteria.

(G) Individual Unit Capture Rate. For each Unit Type by number of Bedrooms and rent restriction categories, the individual unit capture rate is defined as the Relevant Supply of proposed and unstabilized Comparable Units divided by the eligible demand for that Unit. Some households are eligible for multiple Unit Types. In order to calculate individual unit capture rates, each household is included in the capture rate for only one Unit Type.

(H) Capture Rate by AMGI Band. For each AMGI band (30%, 40%, 50%, 60%, and also 20%, 70%, and 80% if the Applicant will make the Income Average election), the capture rate by AMGI band is defined as Relevant Supply of proposed and unstabilized Comparable Units divided by the eligible demand from that AMGI band. Some households are qualified for

multiple income bands. In order to calculate AMGI band rates, each household is included in the capture rate for only one AMGI band.

(I) Absorption. Project an absorption period for the subject Development to achieve Breakeven Occupancy. State the absorption rate.

(J) Market Impact. Provide an assessment of the impact the subject Development, as completed, will have on existing Developments supported by Housing Tax Credits in the Primary Market. (§2306.67055)

(12) Photographs. Provide labeled color photographs of the subject Property, the neighborhood, street scenes, and comparables. An aerial photograph is desirable but not mandatory.

(13) Appendices. Any Third Party reports including demographics relied upon by the Market Analyst must be provided in appendix form. A list of works cited including personal communications also must be provided, and the Modern Language Association (MLA) format is suggested.

(14) Qualifications. Current Franchise Tax Account Status from the Texas Comptroller of Public Accounts (not applicable for sole proprietorships) and any changes to items listed in §11.303(c)(1)(B) and (C) of this chapter.

(e) The Department reserves the right to require the Market Analyst to address such other issues as may be relevant to the Department's evaluation of the need for the subject Development and the provisions of the particular program guidelines.

(f) In the event that the PMA for a subject Development overlaps the PMA's of other proposed or unstabilized comparable Developments, the Underwriter may perform an extended Sub-Market Analysis considering the combined PMA's and all proposed and unstabilized Units in the extended Sub-Market Area; the Gross Capture Rate from such an extended Sub-Market Area analysis may be used as the basis for a feasibility conclusion.

(g) All Applicants shall acknowledge, by virtue of filing an Application, that the Department shall not be bound by any such opinion or Market Analysis, and may substitute its own analysis and underwriting conclusions for those submitted by the Market Analyst.

§11.304. Appraisal Rules and Guidelines.

(a) General Provision. An appraisal prepared for the Department must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the Appraisal Foundation. The appraisal must include a statement that the report preparer has read and understood the requirements of this section. The appraisal must include a statement that the person or company preparing the appraisal is a disinterested party and will not materially benefit from the Development in any other way than receiving a fee for performing the appraisal and that the fee is in no way contingent upon the outcome of the appraisal.

(b) Self-Contained. An appraisal prepared for the Department must describe sufficient and adequate data and analyses to support the final opinion of value. The final value(s) must be reasonable, based on the information included. Any Third Party reports relied upon by the appraiser must be verified by the appraiser as to the validity of the data and the conclusions.

(c) Appraiser Qualifications. The qualifications of each appraiser are determined on a case-by-case basis by the Director of Real Estate Analysis or review appraiser, based upon the quality of the report itself and the experience and educational background of the appraiser. At minimum, a qualified appraiser must be appropriately certified or licensed by the Texas Appraiser Licensing and Certification Board.

(d) Appraisal Contents. An appraisal prepared for the Department must be organized in a format that follows a logical progression. In addition to the contents described in USPAP Standards Rule 2, the appraisal must include items addressed in paragraphs (1) - (12) of this subsection.

(1) Title Page. Include a statement identifying the Department as the client, acknowledging that the Department is granted full authority to rely on the findings of the report, and name and address of person authorizing report. The title page must also include the following statement, “all persons who have a property interest in this report hereby acknowledge that the Department may publish the full report on the Department’s website, release the report in response to a request for public information and make other use of the report as authorized by law.”

(2) Letter of Transmittal. Include reference to accompanying appraisal report, reference to all person(s) that provided significant assistance in the preparation of the report, date of report, effective date of appraisal, date of property inspection, name of person(s) inspecting the property, tax assessor's parcel number(s) of the site, estimate of marketing period, and signatures of all appraisers authorized to work on the assignment including the appraiser who inspected the property. Include a statement indicating the report preparer has read and understood the requirements of this section.

(3) Table of Contents. Number the exhibits included with the report for easy reference.

(4) Disclosure of Competency. Include appraiser's qualifications, detailing education and experience.

(5) Statement of Ownership of the Subject Property. Discuss all prior sales of the subject Property which occurred within the past three (3) years. Any pending agreements of sale, options to buy, or listing of the subject Property must be disclosed in the appraisal report.

(6) Property Rights Appraised. Include a statement as to the property rights (e.g., fee simple interest, leased fee interest, leasehold, etc.) being considered. The appropriate interest must be defined in terms of current appraisal terminology with the source cited.

(7) Site/Improvement Description. Discuss the site characteristics including subparagraphs (A) - (E) of this paragraph.

(A) Physical Site Characteristics. Describe dimensions, size (square footage, acreage, etc.), shape, topography, corner influence, frontage, access, ingress-egress, etc. associated with the Development Site. Include a plat map and/or survey.

(B) Floodplain. Discuss floodplain (including flood map panel number) and include a floodplain map with the subject Property clearly identified.

(C) Zoning. Report the current zoning and description of the zoning restrictions and/or deed restrictions, where applicable, and type of Development permitted. Any probability of change in zoning should be discussed. A statement as to whether or not the improvements conform to the current zoning should be included. A statement addressing whether or not the improvements could be rebuilt if damaged or destroyed, should be included. If current zoning is not consistent with the highest and best use, and zoning changes are reasonable to expect, time and expense associated with the proposed zoning change should be considered and documented. A zoning map should be included.

(D) Description of Improvements. Provide a thorough description and analysis of the improvements including size (Net Rentable Area, gross building area, etc.), number of stories, number of buildings, type/quality of construction, condition, actual age, effective age, exterior and interior amenities, items of deferred maintenance, energy efficiency measures, etc. All

applicable forms of depreciation should be addressed along with the remaining economic life.

(E) Environmental Hazards. It is recognized appraisers are not experts in such matters and the impact of such deficiencies may not be quantified; however, the report should disclose any potential environmental hazards (such as discolored vegetation, oil residue, asbestos-containing materials, lead-based paint etc.) noted during the inspection.

(8) Highest and Best Use. Market Analysis and feasibility study is required as part of the highest and best use. The highest and best use analysis should consider paragraph (7)(A) - (E) of this subsection as well as a supply and demand analysis.

(A) The appraisal must inform the reader of any positive or negative market trends which could influence the value of the appraised Property. Detailed data must be included to support the appraiser's estimate of stabilized income, absorption, and occupancy.

(B) The highest and best use section must contain a separate analysis "as if vacant" and "as improved" (or "as proposed to be improved/renovated"). All four elements (legally permissible, physically possible, feasible, and maximally productive) must be considered.

(9) Appraisal Process. It is mandatory that all three approaches, Cost Approach, Sales Comparison Approach and Income Approach, are considered in valuing the Property. If an approach is not applicable to a particular property an adequate explanation must be provided. A land value estimate must be provided if the Cost Approach is not applicable.

(A) Cost Approach. This approach should give a clear and concise estimate of the cost to construct the subject improvements. The source(s) of the cost data should be reported.

(i) Cost comparables are desirable; however, alternative cost information may be obtained from Marshall & Swift Valuation Service or similar publications. The section, class, page, etc. should be referenced. All soft costs and entrepreneurial profit must be addressed and documented.

(ii) All applicable forms of depreciation must be discussed and analyzed. Such discussion must be consistent with the description of the improvements.

(iii) The land value estimate should include a sufficient number of sales which are current, comparable, and similar to the subject in terms of highest and best use. Comparable sales information should include address, legal description, tax assessor's parcel number(s), sales price, date of sale, grantor, grantee, three (3) year sales history, and adequate description of property transferred. The final value estimate should fall within the adjusted and unadjusted value ranges. Consideration and appropriate cash equivalent adjustments to the comparable sales price for subclauses (I) - (VII) of this clause should be made when applicable.

(I) Property rights conveyed.

(II) Financing terms.

(III) Conditions of sale.

(IV) Location.

(V) Highest and best use.

(VI) Physical characteristics (e.g., topography, size, shape, etc.).

(VII) Other characteristics (e.g., existing/proposed entitlements, special assessments, etc.).

(B) Sales Comparison Approach. This section should contain an adequate number of sales to provide staff and the Board with a description of the current market conditions concerning this property type. Sales data should be recent and specific for the property type being appraised. The sales must be confirmed with buyer, seller, or an individual knowledgeable of the transaction.

(i) Sales information should include address, legal description, tax assessor's parcel number(s), sales price, financing considerations and adjustment for cash equivalency, date of sale, recordation of the instrument, parties to the transaction, three (3) year sale history, complete description of the Property and property rights conveyed, and discussion of marketing time. A scaled distance map clearly identifying the subject and the comparable sales must be included.

(ii) The method(s) used in the Sales Comparison Approach must be reflective of actual market activity and market participants.

(I) Sale Price/Unit of Comparison. The analysis of the sale comparables must identify, relate, and evaluate the individual adjustments applicable for property rights, terms of sale, conditions of sale, market conditions, and physical features. Sufficient narrative must be included to permit the reader to understand the direction and magnitude of the individual adjustments, as well as a unit of comparison value indicator for each comparable.

(II) Net Operating Income/Unit of Comparison. The Net Operating Income statistics or the comparables must be calculated in the same manner. It should be disclosed if reserves for replacement have been included in this method of analysis. At least one other method should accompany this method of analysis.

(C) Income Approach. This section must contain an analysis of both the actual historical and projected income and expense aspects of the subject Property.

(i) Market Rent Estimate/Comparable Rental Analysis. This section of the report should include an adequate number of actual market transactions to inform the reader of current market conditions concerning rental Units. The comparables must indicate current research for this specific property type. The comparables must be confirmed with the landlord, tenant or agent and individual data sheets must be included. The individual data sheets should include property address, lease terms, description of the property (e.g., Unit Type, unit size, unit mix, interior amenities, exterior amenities, etc.), physical characteristics of the property, and location of the comparables. Analysis of the Market Rents should be sufficiently detailed to permit the reader to understand the appraiser's logic and rationale. Adjustment for lease rights, condition of the lease, location, physical characteristics of the property, etc. must be considered.

(ii) Comparison of Market Rent to Contract Rent. Actual income for the subject along with the owner's current budget projections must be reported, summarized, and analyzed. If such data is unavailable, a statement to this effect is required and appropriate assumptions and limiting conditions should be made. The Contract Rents should be compared to the market-derived rents. A determination should be made as to whether the Contract Rents are below, equal to, or in excess of market rates. If there is a difference, its impact on value must be qualified.

(iii) Vacancy/Collection Loss. Historical occupancy data and current occupancy level for the subject should be reported and compared to occupancy data from the rental comparables and overall occupancy data for the subject's Primary Market.

(iv) Expense Analysis. Actual expenses for the subject, along with the owner's projected budget, must be reported, summarized, and analyzed. If such data is unavailable, a statement to this effect is required and appropriate assumptions and limiting conditions should be made. Historical expenses should be compared to comparables expenses of similar property types or published survey data (such as IREM, BOMA, etc.). Any expense differences should be reconciled. Include historical data regarding the subject's assessment and tax rates and a statement as to whether or not any delinquent taxes exist.

(v) Capitalization. The appraiser should present the capitalization method(s) reflective of the subject market and explain the omission of any method not considered in the report.

(I) **Direct Capitalization.** The primary method of deriving an overall rate is through market extraction. If a band of investment or mortgage equity technique is utilized, the assumptions must be fully disclosed and discussed.

(II) **Yield Capitalization (Discounted Cash Flow Analysis).** This method of analysis should include a detailed and supportive discussion of the projected holding/investment period, income and income growth projections, occupancy projections, expense and expense growth projections, reversionary value and support for the discount rate.

(10) Value Estimates. Reconciliation of final value estimates is required. The Underwriter may request additional valuation information based on unique existing circumstances that are relevant for deriving the market value of the Property.

(A) All appraisals shall contain a separate estimate of the "as vacant" market value of the underlying land, based upon current sales comparables. The "as vacant" value assumes that there are no improvements on the property and therefore demolition costs should not be considered. The appraiser should consider the fee simple or leased fee interest as appropriate.

(B) For existing Developments with any project-based rental assistance that will remain with the property after the acquisition, the appraisal must include an "as-is as-currently-restricted value". For public housing converting to project-based rental assistance, the appraiser must provide a value based on the future restricted rents. The value used in the analysis may be based on the unrestricted market rents if supported by an appraisal. The Department may require that the appraisal be reviewed by a third-party appraiser acceptable to the Department but selected by the Applicant. Use of the restricted rents by the appraiser will not require an appraisal review. Regardless of the rents used in the valuation, the appraiser must consider any other on-going restrictions that will remain in place even if not affecting rents. If the rental assistance has an impact on the value, such as use of a lower capitalization rate due to the lower risk associated with rental rates and/or occupancy rates on project-based developments, this must be fully explained and supported to the satisfaction of the Underwriter.

(C) For existing Developments with rent restrictions, the appraisal must include the "as-is as-restricted" value. In particular, the value must be based on the proposed restricted rents when deriving the value based on the income approach.

(D) For all other existing Developments, the appraisal must include the "as-is" value.

(E) For any Development with favorable financing (generally below market debt) that will remain in place and transfer to the new owner, the appraisal must include a separate value for the existing favorable financing with supporting information.

(F) If required the appraiser must include a separate assessment of personal property, furniture, fixtures, and equipment ("FF&E") and/or intangible items. If personal property, FF&E, or intangible items are not part of the transaction or value estimate, a statement to such effect should be included.

(11) Marketing Time. Given property characteristics and current market conditions, the appraiser(s) should employ a reasonable marketing period. The report should detail existing market conditions and assumptions considered relevant.

(12) Photographs. Provide good quality color photographs of the subject Property (front, rear, and side elevations, on-site amenities, interior of typical Units if available). Photographs should be properly labeled. Photographs of the neighborhood, street scenes, and comparables should be included. An aerial photograph is desirable but not mandatory.

(e) Additional Appraisal Concerns. The appraiser(s) must be aware of the Department

program rules and guidelines and the appraisal must include analysis of any impact to the subject's value.

§11.305. Environmental Site Assessment Rules and Guidelines.

(a) General Provisions. The Environmental Site Assessments (ESA) prepared for the Department must be conducted and reported in conformity with the standards of the American Society for Testing and Materials ("ASTM"). The initial report must conform with the Standard Practice for Environmental Site Assessments: Phase I Assessment Process (ASTM Standard Designation: E1527- 13 or any subsequent standards as published). Any subsequent reports should also conform to ASTM standards and such other recognized industry standards as a reasonable person would deem relevant in view of the Property's anticipated use for human habitation. The ESA shall be conducted by a Third Party environmental professional at the expense of the Applicant, and addressed to the Department as a User of the report (as defined by ASTM standards). Copies of reports provided to the Department which were commissioned by other financial institutions must either address Texas Department of Housing and Community Affairs as a co-recipient of the report or letters from both the provider and the recipient of the report may be submitted extending reliance on the report to the Department. The ESA report must also include a statement that the person or company preparing the ESA report will not materially benefit from the Development in any other way than receiving a fee for performing the ESA, and that the fee is in no way contingent upon the outcome of the assessment. The report must also include the following statement, "all persons who have a property interest in this report hereby acknowledge that the Department may publish the full report on the Department's website, release the report in response to a request for public information and make other use of the report as authorized by law." The ESA report must contain a statement indicating the report preparer has read and understood the requirements of this section.

(b) In addition to ASTM requirements, the report must:

(1) state if a noise study is recommended for a property in accordance with current HUD guidelines and identify its proximity to industrial zones, major highways, active rail lines, civil and military airfields, or other potential sources of excessive noise;

(2) provide a copy of a current survey, if available, or other drawing of the site reflecting the boundaries and adjacent streets, all improvements on the site, and any items of concern described in the body of the ESA or identified during the physical inspection;

(3) provide a copy of the current FEMA Flood Insurance Rate Map showing the panel number and encompassing the site with the site boundaries precisely identified and superimposed on the map;

(4) if the subject Development Site includes any improvements or debris from pre-existing improvements, state if testing for Lead Based Paint and/or asbestos containing materials would be required pursuant to local, state, and federal laws, or recommended due to any other consideration;

(5) state if testing for lead in the drinking water would be required pursuant to local, state, and federal laws, or recommended due to any other consideration such as the age of pipes and solder in existing improvements. For buildings constructed prior to 1980, a report on the quality of the local water supply does not satisfy this requirement;

(6) assess the potential for the presence of Radon on the Property, and recommend specific testing if necessary;

(7) identify and assess the presence of oil, gas or chemical pipelines, processing facilities, storage facilities or other potentially hazardous explosive activities on-site or in the general area of the site

that could potentially adversely impact the Development. Location of these items must be shown on a drawing or map in relation to the Development Site and all existing or future improvements. The drawing must depict any blast zones (in accordance with HUD guidelines) and include HUD blast zone calculations; and

(8) include a vapor encroachment screening in accordance with Vapor Intrusion E2600-10.

(c) If the report recommends further studies or establishes that environmental hazards currently exist on the Property, or are originating off-site, but would nonetheless affect the Property, the Development Owner must act on such a recommendation, or provide a plan for either the abatement or elimination of the hazard. Evidence of action or a plan for the abatement or elimination of the hazard must be presented upon Application submittal.

(d) For Developments in programs that allow a waiver of the Phase I ESA such as an existing USDA funded Development, the Development Owners are hereby notified that it is their responsibility to ensure that the Development is maintained in compliance with all state and federal environmental hazard requirements.

(e) Those Developments which have or are to receive first lien financing from HUD may submit HUD's environmental assessment report, provided that it conforms to the requirements of this section.

§11.306. Property Condition Assessment Guidelines.

(a) **General Provisions.** The objective of the Property Condition Assessment (PCA) for Rehabilitation Developments (excluding Reconstruction) and Adaptive Reuse Developments is to provide a self-contained report that provides an evaluation of the current conditions of the Development, identifies a scope of work and cost estimates for both immediate and long-term physical needs, evaluates the sufficiency of the Applicant's scope of work under 10 TAC §11.302(e)(4)(B)(i) for the rehabilitation or conversion of the building(s) from a non-residential use to multifamily residential use and provides an independent review of the Applicant's proposed costs based on the scope of work. The report should be in sufficient detail for the Underwriter to fully understand current conditions, scope of work and cost estimates. It is the responsibility of the Applicant to ensure that the scope of work and cost estimates submitted in the Application is provided to the PCA author. The PCA must include a copy of the Applicant's scope of work narrative and Development Cost Schedule. The report must also include the following statement, "all persons who have a property interest in this report hereby acknowledge that the Department may publish the full report on the Department's website, release the report in response to a request for public information and make other use of the report as authorized by law."

(b) The PCA must be conducted and reported in conformity with the American Society for Testing and Materials "Standard Guide for Property Condition Assessments. Baseline Property Condition Assessment Process (ASTM Standard Designation: E 2018)" except as provided for in subsections (f) and (g) of this section. Additional information is encouraged if deemed relevant by the PCA author.

(c) The PCA must include the Department's Property Condition Assessment Cost Schedule Supplement ("PCA Supplement"). The purpose of the PCA Supplement is to consolidate and show reconciliation of the scope of work and costs of the immediate physical needs identified by the PCA author with the Applicant's scope of work and costs provided in the Application. The consolidated scope of work and costs shown on the PCA Supplement will be used by the Underwriter in the analysis. The PCA Supplement also details the projected repairs and replacements through at least thirty (30) years.

(d) The PCA must include good quality color photographs of the subject Property (front, rear, and side elevations, on-site amenities, interior of the structure). Photographs should be properly labeled. Photographs of the neighborhood, street scenes, and comparables should be included. An aerial photograph is desirable but not mandatory.

(e) The PCA must also include discussion and analysis of:

(1) Description of Current Conditions. For both Rehabilitation and Adaptive Reuse, the PCA must contain a detailed description with good quality photographs of the current conditions of all major systems and components of the Development regardless of whether the system or component will be removed, repaired or replaced. For historic structures, the PCA must contain a description with photographs of each aspect of the building(s) that qualifies it as historic and must include a narrative explaining how the scope of work relates to maintaining the historic designation of the development. Replacement or relocation of systems and components must be described.

(2) Description of Scope of Work. The PCA must provide a narrative of the consolidated scope of work either as a stand-alone section of the report or included with the description of the current conditions for each major system and components. Any New Construction must be described. Plans or drawings (that are in addition to any plans or drawings otherwise required by rule) and that relate to any part of the scope of work should be included, if available.

(3) Useful Life Estimates. For each system and component of the property the PCA must estimate its remaining useful life, citing the basis or the source from which such estimate is derived;

(4) Code Compliance. The PCA must review and document any known violations of any applicable federal, state, or local codes. In developing the cost estimates specified herein, it is the responsibility of the Applicant to ensure that the PCA adequately considers any and all applicable federal, state, and local laws and regulations which may govern any work performed to the subject Property. For Applications requesting Direct Loan funding from the Department, the PCA provider must include a comparison between the local building code and the International Existing Building Code of the International Code Council;

(5) Program Rules. The PCA must assess the extent to which any systems or components must be modified, repaired, or replaced in order to comply with any specific requirements of the housing program under which the Development is proposed to be financed, the Department's Uniform Physical Condition Standards, and any scoring criteria including amenities for which the Applicant may claim points;

(6) Accessibility Requirements. The PCA report must include an analysis of compliance with the Department's accessibility requirements pursuant to Chapter 1, Subchapter B and Section 11.101 (b)(8) and include identify the specific items in the scope of work and costs needed to ensure that the Development will meet these requirements upon Rehabilitation (including conversion and Adaptive Reuse).

(7) Reconciliation of Scope of Work and Costs. The PCA report must include the Department's PCA Cost Schedule Supplement with the signature of the PCA provider; the costs presented on the PCA Cost Schedule Supplement are expected to be consistent with both the scope of work and immediate costs identified in the body of the PCA report, and with the Applicant's scope of work and costs as presented on the Applicant's development cost schedule; any significant variation between the costs listed on the PCA Cost Schedule Supplement and the costs listed in the body of the PCA report or on the Applicant's development cost schedule must be reconciled in a narrative analysis from the PCA provider; and

(8) Cost Estimates. The Development Cost Schedule and PCA Supplement must include all costs identified below:

(A) Immediately Necessary Repairs and Replacement. For all Rehabilitation developments, and Adaptive Reuse developments if applicable, immediately necessary repair and replacement should be identified for systems or components which are expected to have a remaining useful life of less than one (1) year, which are found to be in violation of any applicable codes, which must be modified, repaired or replaced in order to satisfy program rules, or which are otherwise in a state of deferred maintenance or pose health and safety hazards. The PCA must provide a separate estimate of the costs associated with the repair, replacement, or maintenance of each system or component which is identified as being an immediate need, citing the basis or the source from which such cost estimate is derived.

(B) Proposed Repair, Replacement, or New Construction. If the development plan calls for additional scope of work above and beyond the immediate repair and replacement items described in subparagraph (A) of this paragraph, the additional scope of work must be evaluated and either the nature or source of obsolescence to be cured or improvement to the operations of the Property discussed. The PCA must provide a separate estimate of the costs associated with the additional scope of work, citing the basis or the source from which such cost estimate is derived.

(C) Reconciliation of Costs. The combined costs described in subparagraphs (A) and (B) of this paragraph should be consistent with the costs presented on the Applicant's development cost schedule and the PCA Supplement.

(D) Expected Repair and Replacement Over Time. The term during which the PCA should estimate the cost of expected repair and replacement over time must equal the lesser of thirty (30) years or the longest term of any land use or regulatory restrictions which are, or will be, associated with the provision of housing on the Property. The PCA must estimate the periodic costs which are expected to arise for repairing or replacing each system or component or the property, based on the estimated remaining useful life of such system or component as described in paragraph (1) of this subsection adjusted for completion of repair and replacement immediately necessary and proposed as described in subparagraphs (A) and (B) of this paragraph. The PCA must include a separate table of the estimated long term costs which identifies in each line the individual component of the property being examined, and in each column the year during the term in which the costs are estimated to be incurred and no less than thirty (30) years. The estimated costs for future years should be given in both present dollar values and anticipated future dollar values assuming a reasonable inflation factor of not less than 2.5 percent per annum.

(f) Any costs not identified and discussed in the PCA as part of subsection (a)(6), (8)(A) and (8)(B) of this section will not be included in the underwritten Total Development Cost in the Report.

(g) If a copy of such standards or a sample report have been provided for the Department's review, if such standards are widely used, and if all other criteria and requirements described in this section are satisfied, the Department will also accept copies of reports commissioned or required by the primary lender for a proposed transaction, which have been prepared in accordance with:

- (1)** Fannie Mae's criteria for Physical Needs Assessments;
- (2)** Federal Housing Administration's criteria for Project Capital Needs Assessments;
- (3)** Freddie Mac's guidelines for Engineering and Property Condition Reports;
- (4)** USDA guidelines for Capital Needs Assessment.

(h) The Department may consider for acceptance reports prepared according to other standards which are not specifically named in subsection (g) of this section, if a copy of such standards or a sample report have been provided for the Department's review, if such standards are widely used, and if all other criteria and requirements described in this section are satisfied.

(i) The PCA shall be conducted by a Third Party at the expense of the Applicant, and addressed to Texas Department of Housing and Community Affairs as the client. Copies of reports provided to the Department which were commissioned by other financial institutions should address Texas Department of Housing and Community Affairs as a co-recipient of the report, or letters from both the provider and the recipient of the report should be submitted extending reliance on the report to Texas Department of Housing and Community Affairs.

(j) The PCA report must include a statement that the individual and/or company preparing the PCA report will not materially benefit from the Development in any other way than receiving a fee for performing the PCA. Because of the Department's heavy reliance on the independent cost information, the provider must not be a Related Party to or an Affiliate of any other Development Team member. The PCA report must contain a statement indicating the report preparer has read and understood the requirements of this section.

Subchapter E – Fee Schedule, Appeals, and other Provisions

§11.901. Fee Schedule. Any fees, as stated in this section, not paid will cause an Applicant to be ineligible to apply for Department funding, ineligible to receive additional Department funding associated with a Commitment, Determination Notice or Contract, and ineligible to submit extension requests, ownership transfers, and Application amendments until such time the Department receives payment. Payments of the fees shall be in the form of a check and to the extent there are insufficient funds available, it may cause the Application, Commitment, Determination Notice or Contract to be terminated or Allocation rescinded. Other forms of payment may be considered on a case-by-case basis. The Department may extend the deadline for specific extenuating and extraordinary circumstances, provided the Applicant submits a written request for an extension no later than ten (10) business days prior to the deadline associated with the particular fee. For those requests that do not have a specified deadline, the written request for a fee waiver and description of extenuating and extraordinary circumstances must be included in the original request cover letter.

(1) Competitive Housing Tax Credit Pre-Application Fee. A pre-application fee, in the amount of \$10 per Unit, based on the total number of Units reflected in the pre-application, must be submitted with the pre-application in order for the pre-application to be considered accepted by the Department. Pre-applications in which a Community Housing Development Corporation (CHDO) or a private Qualified Nonprofit Organization intends to serve as the Managing General Partner of the Development Owner, or Control the Managing General Partner of the Development Owner, may be eligible to receive a discount of 10 percent off the calculated pre-application fee provided such documentation is submitted with the fee. (§2306.6716(d))

(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. In no instance will a refund of the pre-application fee be made after the Full Application Delivery Date.

(3) Application Fee. Each Application must be accompanied by an Application fee.

(A) Housing Tax Credit Applications. For Applicants having submitted a Competitive Housing Tax Credit pre-application which met the pre-application threshold requirements, and for which a pre-application fee was paid, the Application fee will be \$20 per Unit based on the total number of Units in the full Application. Otherwise, the Application fee will be \$30 per Unit based on the total number of Units in the full Application. Applications in which a CHDO or Qualified Nonprofit Organization intends to serve as the Managing General Partner of the Development Owner, or Control the Managing General Partner of the Development Owner, may be eligible to receive a discount of 10 percent off the calculated Application fee provided such documentation is submitted with the fee. (§2306.6716(d))

(B) Direct Loan Applications. The fee will be \$1,000 per Application except for those Applications that are layered with Housing Tax Credits and submitted simultaneously with the Housing Tax Credit Application. Pursuant to Tex. Gov't Code §2306.147(b), the Department is required to waive Application fees for private nonprofit organizations that

offer expanded services such as child care, nutrition programs, job training assistance, health services, or human services and if HOME funds are awarded. In lieu of the Application fee, these organizations must include proof of their exempt status and a description of their supportive services as part of the Application. The Application fee is not a reimbursable cost under the HOME Program.

(4) Refunds of Application Fees. Upon written request from the Applicant, the Department shall refund the balance of the Application fee for an 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 10 percent, the site visit will constitute 10 percent, program review will constitute 40 percent, and underwriting review will constitute 40 percent. In no instance will a refund of the Application fee be made after Final Awards are made in July.

(5) Third Party Underwriting Fee. Applicants will be notified in writing prior to the evaluation in whole or in part of a Development by an independent external underwriter if such a review is required. The fee must be received by the Department prior to the engagement of the underwriter. The fees paid by the Development Owner to the Department for the external underwriting will be credited against the Commitment or Determination Notice Fee, as applicable, established in paragraphs (8) and (9) of this section, in the event that a Commitment or Determination Notice is issued by the Department to the Development Owner.

(6) Housing Tax Credit Commitment Fee. No later than the expiration date in the Commitment, a fee equal to 4 percent of the annual Housing Credit Allocation amount must be submitted. If the Development Owner has paid the fee and returns the credits by November 1 of the current Application Round, then a refund of 50 percent of the Commitment Fee may be issued upon request.

(7) Tax Exempt Bond Development Determination Notice Fee. No later than the expiration date in the Determination Notice, a fee equal to 4 percent of the annual Housing Credit Allocation amount must be submitted. If the Development Owner has paid the fee and is not able to close on the bonds, then a refund of 50 percent of the Determination Notice Fee may be issued upon request.

(8) Building Inspection Fee. (For Housing Tax Credit and Tax-Exempt Bond Developments only.) No later than the expiration date in the Commitment or Determination Notice, a fee of \$750 must be submitted. If the Development Owner has paid the fee and returns the Housing Credit Allocation or for Tax-Exempt Bond Developments, is not able to close on the bonds, then the Building Inspection Fee may be refunded upon request.

(9) Tax-Exempt Bond Credit Increase Request Fee. Requests for increases to the credit amounts to be issued on IRS Forms 8609 for Tax-Exempt Bond Developments must be submitted with a request fee equal to 4 percent of the amount of the credit increase for one (1) year.

(10) Extension Fees. All extension requests for deadlines relating to the Carryover, 10 Percent Test (submission and expenditure), Construction Status Reports, or Cost Certification requirements submitted at least thirty (30) calendar days in advance of the applicable original deadline will not be required to submit an extension fee. Any extension request submitted fewer than thirty (30) days in advance or after the original deadline must be accompanied by an

extension fee of \$2,500. Fees for each subsequent extension request on the same activity will increase by increments of \$500, regardless of whether the first request was submitted thirty (30) calendar days in advance of the applicable deadline. An extension fee will not be required for extensions requested on Developments that involve Rehabilitation when the Department or U.S. Department of Agriculture (USDA) is the primary lender if USDA or the Department is the cause for the Applicant not meeting the deadline. For each Construction Status Report received after the applicable deadline, extension fees will be automatically due (regardless of whether an extension request is submitted). Unpaid extension fees related to Construction Status Reports will be accrued and must be paid prior to issuance of IRS Forms 8609. For purposes of Construction Status Reports, each report will be considered a separate activity.

(11) Amendment Fees. An amendment request for a non-material change that has not been implemented will not be required to pay an amendment fee. Material amendment requests (whether implemented or not), or non-material amendment requests that have already been implemented will be required to submit an amendment fee of \$2,500. Fees for each subsequent amendment request related to the same application will increase by increments of \$500. A subsequent request, related to the same application, regardless of whether the first request was non-material and did not require a fee, must include a fee of \$3,000. Amendment fees and fee increases are not required for the Direct Loan programs.

(12) Right of First Refusal Fee. Requests for approval of the satisfaction of the Right of First Refusal provision of the Land Use Restriction Agreement (LURA) must be accompanied by a non-refundable fee of \$2,500.

(13) Qualified Contract Pre-Request Fee. A Development Owner must file a preliminary Qualified Contract Request to confirm eligibility to submit a Qualified Contract request. The Pre-Request must be accompanied by a non-refundable processing fee of \$250.

(14) Qualified Contract Fee. Upon eligibility approval of the Qualified Contract Pre-Request, the Development Owner may file a Qualified Contract Request. Such request must be accompanied by a non-refundable processing fee of \$3,000.

(15) Ownership Transfer Fee. Requests to approve an ownership transfer must be accompanied by a non-refundable processing fee of \$1,000.

(16) Unused Credit or Penalty Fee. Development Owners who have more tax credits allocated to them than they can substantiate through Cost Certification will return those excess tax credits prior to issuance of IRS Form 8609. For Competitive Housing Tax Credit Developments, a penalty fee equal to the one year credit amount of the lost credits (10 percent of the total unused tax credit amount) will be required to be paid by the Owner prior to the issuance of IRS Form 8609 if the tax credits are not returned, and 8609's issued, within one hundred eighty (180) days of the end of the first year of the credit period. This penalty fee may be waived without further Board action if the Department recaptures and re-issues the returned tax credits in accordance with Code, §42. If an Applicant returns a full credit allocation after the Carryover Allocation deadline required for that allocation, the Executive Director may recommend to the Board the imposition of a penalty on the score for any Competitive Housing Tax Credit Applications submitted by that Applicant or any Affiliate for any Application in an Application Round occurring concurrent to the return of credits or if no Application Round is pending, the Application Round immediately following the return of credits. If any such point penalty is recommended to be assessed and presented for final determination by the Board, it must include

notice from the Department to the affected party not less than fourteen (14) calendar days prior to the scheduled Board meeting. The Executive Director may, but is not required, to issue a formal notice after disclosure if it is determined that the matter does not warrant point penalties. The penalty will be assessed in an amount that reduces the Applicant's final awarded score by an additional 20 percent.

(17) Compliance Monitoring Fee. Upon receipt of the cost certification for HTC Developments or HTC Developments that are layered with Direct Loan funds, or upon the completion of the 24-month development period and the beginning of the repayment period for Direct Loan only Developments, the Department will invoice the Development Owner for compliance monitoring fees. The amount due will equal \$40 per tax credit Unit and \$34 per Direct Loan designated Unit, with two fees due for units that are dually designated. For HTC Developments, the fee will be collected, retroactively if applicable, beginning with the first year of the credit period. For Direct Loan only Developments, the fee will be collected beginning with the first year of the repayment period. The invoice must be paid prior to the issuance of IRS Form 8609 for HTC properties. Subsequent anniversary dates on which the compliance monitoring fee payments are due shall be determined by the month the first building is placed in service. Compliance fees may be adjusted from time to time by the Department.

(18) Public Information Request Fee. Public information requests are processed by the Department in accordance with the provisions of Tex. Gov't Code, Chapter 552. The Department uses the guidelines promulgated by the Office of the Attorney General to determine the cost of copying and other costs of production.

(19) Adjustment of Fees by the Department and Notification of Fees. (§2306.6716(b)) All fees charged by the Department in the administration of the tax credit and Direct Loan programs may be revised by the Department from time to time as necessary to ensure that such fees compensate the Department for its administrative costs and expenses. Unless otherwise determined by the Department, all revised fees shall apply to all Applications in process and all Developments in operation at the time of such revisions.

§11.902. Appeals Process

(a) For Competitive HTC Applications, an Applicant or Development Owner may appeal decisions made by the Department pursuant to Tex. Gov't Code §2306.0321 and §2306.6715 and the process identified in this section. For Tax-Exempt Bond Developments and Direct Loan only Applications, an Applicant or Development Owner may appeal decisions made by the Department pursuant to §1.7 of this title (relating to Appeals). Matters that can be appealed include:

(1) A determination regarding the Application's satisfaction of applicable requirements, Subchapter B of this chapter (relating to Site and Development Requirements and Restrictions) and Subchapter C of this chapter (relating to Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules for Applications), pre-application threshold criteria, underwriting criteria;

(2) The scoring of the Application under the applicable selection criteria;

(3) A recommendation as to the amount of Department funding to be allocated to the Application;

(4) Misplacement of an Application or parts of an Application, mathematical errors in scoring an Application, or procedural errors resulting in unequal consideration of the Applicant's proposal;

(5) Denial of a change to a Commitment or Determination Notice;

(6) Denial of a change to a loan agreement;

(7) Denial of a change to a LURA;

(8) Any Department decision that results in the termination of an Application; and

(9) Any other matter for which an appeal is permitted under this chapter.

(b) An Applicant or Development Owner may not appeal a decision made regarding an Application filed by or an issue related to another Applicant or Development Owner.

(c) An Applicant or Development Owner must file its appeal in writing with the Department not later than seven (7) calendar days after the date the Department publishes the results of any stage of the Application evaluation or otherwise notifies the Applicant or Development Owner of a decision subject to appeal. The appeal must be signed by the person designated to act on behalf of the Applicant or an attorney that represents the Applicant. For Application related appeals, the Applicant must specifically identify the Applicant's grounds for appeal, based on the original Application and additional documentation filed with the original Application as supplemented in accordance with the limitations and requirements of this chapter.

(d) The Executive Director may respond in writing not later than fourteen (14) calendar days after the date of actual receipt of the appeal by the Department. If the Applicant is not satisfied with the Executive Director's response to the appeal or the Executive Director does not respond, the Applicant may appeal directly in writing to the Board. While additional information can be provided in accordance with any rules related to public comment before the Board, the Department expects that a full and complete explanation of the grounds for appeal and circumstances warranting the granting of an appeal be disclosed in the appeal documentation filed with the Executive Director. Full disclosure allows the Executive Director to make a fully informed decision based on a complete analysis of the circumstances, and verification of any information that may warrant a granting of the appeal in the Applicant's or Development Owner's favor.

(e) An appeal filed with the Board must be received by Department staff not more than seven (7) days after a response from the Executive Director and at least seven (7) days prior to the applicable Board meeting or if the period for an Executive Director response has elapsed the appeal can be heard by the Board if filed at least three (3) days prior to the applicable meeting.

(f) Board review of an Application related appeal will be based on the original Application. A witness in an appeal may not present or refer to any document, instrument, or writing not already contained within the Application as reflected in the Department's records.

(g) The decision of the Board regarding an appeal is the final decision of the Department.

(h) The Department will post to its website an appeal filed with the Department or Board and any other document relating to the processing of an Application related appeal. (§2306.6717(a)(5))

§11.903. Adherence to Obligations. (§2306.6720) Any Applicant, Development Owner, or other Person that fails to adhere to its obligations with regard to the programs of the Department, whether contractual or otherwise, made false or misleading representations to the Department with regard to an Application, request for funding, or compliance requirements, or otherwise violated a provision of Tex. Gov't Code, Chapter 2306 or a rule adopted under that chapter, may be subject to:

(1) Assessment of administrative penalties in accordance with the Department's rules regarding the assessment of such penalties. Each day the violation continues or occurs is a separate violation for purposes of imposing a penalty; and/or

(2) in the case of the competitive Low Income Housing Tax Credit Program, a point reduction of up to ten (10) points for any Application involving that Applicant over the next two Application Rounds succeeding the date on which the Department first gives written notice of any such failure to adhere to obligations or false or misleading representations. Point reductions under this section may be appealed to the Board.

§11.904. Alternative Dispute Resolution (ADR) Policy. In accordance with Tex. Gov't Code, §2306.082, it is the Department's policy to encourage the use of appropriate ADR procedures under the Governmental Dispute Resolution Act, Tex. Gov't Code, Chapter 2010, to assist in resolving disputes under the Department's jurisdiction. As described in Civil Practices and Remedies Code, Chapter 154, ADR procedures include mediation. Except as prohibited by law and the Department's Ex Parte Communications policy, the Department encourages informal communications between Department staff and Applicants, and other interested persons, to exchange information and informally resolve disputes. The Department also has administrative appeals processes to fairly and expeditiously resolve disputes. If at any time an Applicant or other person would like to engage the Department in an ADR procedure, the person may send a proposal to the Department's Dispute Resolution Coordinator. For additional information on the Department's ADR Policy, see the Department's General Administrative Rule on ADR at §1.17 of this title. Any Applicant may request an informal conference with staff to attempt to resolve any appealable matter, and the Executive Director may toll the running of periods for appeal to accommodate such meetings. In the event a successful resolution cannot be reached, the statements made in the meeting process may not be used by the Department as admissions.

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Index of Commenters

- (1) Janine Sisak, DMA Companies;
- (2) Holly Roden, Ascendant Education;
- (3) Cyrus Reed, Sierra Club, Lone Star Chapter;
- (4) Michael Luzier, Home Innovation Research Labs;
- (5) Cynthia Bast, Locke Lord Attorneys & Counselors;
- (6) Jean Latsha, Pedor Investments;
- (7) Jim Sari;
- (8) Aubrea Hance, Better Texans Services;
- (9) Rural Rental Housing Association;
- (10) Texas Association of Local Housing Finance Agencies;
- (11) Texas Affiliation of Affordable Housing Providers;
- (12) Alyssa Carpenter;
- (13) Hilary Andersen, TWG Development;
- (14) Paul Moore, Steele Properties;
- (15) Lauren Loney, The Entrepreneurship and Community Development Clinic at the University of Texas School of Law;
- (16) Brownstone Affordable Housing; Leslie Holleman & Associates; Evolie Housing Partners; and Mears Development and Construction;
- (17) New Hope Housing;
- (18) Texas Housers, Texas Low Income Housing Information Service;
- (19) Nathan Lord, Lord Development;
- (20) Foundation Communities; and
- (21) Churchill Residential, Inc.

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Public Comment

(1) Janine Sisak, DMA Companies

Patrick Russell

From: Janine Sisak [janines@dmacompanies.com]
Sent: Tuesday, September 25, 2018 8:38 AM
To: Patrick Russell
Cc: Diana Mclver; Marni Holloway; Sharon Gamble
Subject: Common Amenities

Patrick:

We have looked closely at the revisions in the common amenities section of the rules, and have some concerns. It is very difficult for large developments on small urban sites (Aldrich 51, Wildflower, RBJ, etc) to achieve the 22 points. We simply do not have the extra land to do many of these amenities, many of which need to be located outside. Further, it doesn't make sense to offer this level of amenities in urban areas, where the residents' "back yard" is the central city area, where there are parks, museums, etc. Finally, if the amenities are adequately sized, I don't think it makes sense on a larger development to simply require more amenities. We amenitize a 100 unit development the same as we would a two hundred unit development in terms of number and type of amenities. It's just that the larger developments have larger fitness centers, community rooms, pools, sun porches, etc.

There should be enough points in this category for these deals to easily make the threshold, and the 2019 QAP has eliminated many point opportunity by eliminating the green features and reducing the point level for amenities that have previously been on the list. We recommend reinstating point values to 2018 levels, and adding some other senior amenities like a food pantry and delivery lockers for Amazon deliveries. Food pantries are expensive to build so we recommend at least 2 points for that. We also recommend reinstating the 3 points for supportive service office, which is now at 1. These are important point items to help senior deals meet the threshold. Also, the fitness equipment language doesn't work for senior deals, where the residents greatly prefer many of two or three types of equipment (treadmills and recumbent bikes), rather than one of eight types.

In addition to adding some point options, we also recommend lowering the threshold points to the following. Again, the threshold point level should be easier to achieve than it is, especially given that green points are gone and that many of the menu items are duplicative, like the new security section and the new wi-fi section where realistically an applicant would only pick one of the three or two options respectively. The current point system is really a stretch for deals that are more than 150 units, where the developer wants to add the popular amenities for marketability, and that means doing the desired amenities at the appropriate size, rather than adding new ones just to chase threshold points.

- (i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for sevensix (76) points;
- (iii) Developments with 77 to 99 Units must qualify for nine (9) ~~ten (10)~~ points;
- (iv) Developments with 100 to 149 Units must qualify for elevenfourteen (114) points;
- (v) Developments with 150 to 199 Units must qualify for thirteeneighteen (138) points; or
- (vi) Developments with 200 or more Units must qualify for fifteentwentytwo (1522) points.

Here is language for suggested additions (courtesy of TALFA)

Suggested Addition:

XIII. Package Lockers. Automatic lockers that can be accessed by residents in need need to be at least 1 locker for

Suggested Addition:

XIV. Food Pantry. A dedicated refrigerated storage, a large sink, shelving in a climate-controlled room, 1000 square feet and be staffed and operated

Thanks and call with questions!

Janine Sisak
Senior Vice President/General Counsel
4101 Parkstone Heights Drive, Suite 310

Austin, TX 78746
512-328-3232 ext. 4505
Cell 512-934-2712



From: [Janine Strak](#)
To: [David Brown](#)
Cc: [Hank Miller](#); [Mary Holweg](#); [Sharon Gendle](#)
Subject: Common Amenities
Date: Tuesday, September 25, 2018 8:38:17 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Patrick:

We have looked closely at the revisions in the common amenities section of the rules, and have some concerns. It is very difficult for large developments on small urban sites (Aldrich 51, Wildflower, 88i, etc) to achieve the 22 points. We simply do not have the extra land to do many of these amenities, many of which need to be located outside. Further, it doesn't make sense to offer this level of amenities in urban areas, where the residents' "back yard" is the central city area, where there are parks, museums, etc. Finally, if the amenities are adequately sized, I don't think it makes sense on a larger development to simply require more amenities. We amenitize a 100 unit development the same as we would a two hundred unit development in terms of number and type of amenities. Its just that the larger developments have larger fitness centers, community rooms, pools, sun porches, etc.

There should be enough points in this category for these deals to easily make the threshold, and the 2019 OAP has eliminated many point opportunity by eliminating the green features and reducing the point level for amenities that have previously been on the list. We recommend reinstating point values to 2018 levels, and adding some other senior amenities like a food pantry and delivery lockers for amazon deliveries. Food pantries are expensive to build so we recommend at least 2 points for that. We also recommend reinstating the 3 points for supportive service office, which is now at 1. These are important point items to help senior deals meet the threshold. Also, the fitness equipment language doesn't work for senior deals, where the residents greatly prefer many of two or three types of equipment (treadmills and recumbent bikes), rather than one of eight types.

In addition to adding some point options, we also recommend lowering the threshold points to the following. Again, the threshold point level should be easier to achieve than it is, especially given that green points are gone and that many of the menu items are duplicative, like the new security section and the new wi-fi section where realistically an applicant would only pick one of the three or two options respectively. The current point system is really a stretch for deals that are more than 150 units, where the developer wants to add the popular amenities for marketability, and that means doing the desired amenities at the appropriate size, rather than adding new ones just to chase threshold points.

- (i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for ~~seven (7)~~ **seven (7)** points;
- (iii) Developments with 77 to 99 Units must qualify for ~~nine (9)~~ **ten (10)** points;
- (iv) Developments with 100 to 149 Units must qualify for ~~eleven (11)~~ **eleven (11)** points;
- (v) Developments with 150 to 199 Units must qualify for ~~thirteen (13)~~ **thirteen (13)** points; or
- (vi) Developments with 200 or more Units must qualify for ~~fifteen (15)~~ **twenty-two (22)** points.

Here is language for suggested additions (courtesy of TALFA)

Suggested Addition:

XIII. Package Lockers. Automated Package Lockers provided at a location within the complex that can be accessed by residents 24/7 and at no charge to the resident. To qualify, there would need to be at least 1 locker for every 8 residential units. (2 points)

Suggested Addition:

XIV. Food Pantry. A dedicated space for a food pantry which includes at least 20 cubic feet of refrigerated storage, a large sink for washing vegetables and fruits, and adequate storage and shelving in a climate-controlled setting. To qualify the food pantry must be at least 250 square feet and be staffed and operated no less than once a week. (2 points)

Thanks and call with questions!

Janine Strak
Senior Vice President/General Counsel
4101 Parkstone Heights Drive, Suite 310
Austin, TX 78746
512-328-3232 ext. 4505
Cell 512-934-2732



(2) Holly Roden, Ascendant Education

Public Comment Submission: Resident services, Chapter 11, the Qualified Allocation Plan, end of Subchapter B, in 10 TAC 11.101(b)(7).

From: Holly Roden, Executive Director, Ascendant Education, LLC

URL: www.ascendanteducation.org

Contact: holly@ascendanteducation.org

Ascendant Education in Denton, TX is a Tenant Supportive Services coordinator for affordable housing communities. We offer an array of onsite and online services designed to benefit the tenants living in these communities. For this post, we will focus on Ascendant's online Supportive Services or *Life Success Library*. **Our goal is to bring to light the potential benefits of adding online learning and online training courses as acceptable Tenant Supportive Services formats under the 2019 Uniform Multifamily Rules.**

The *Life Success Library* can be accessed on a computer or mobile device and features a wealth of useful, curated content that's easy to understand. We created this library because we recognize mobile devices are the primary vehicle for learning for people of any economic level. Furthermore, given the overwhelming amount of information on the web and the safety issues internet users can encounter without proper instruction, our *Life Success Library* gives residents a safe way to access reliable information that will hopefully lead them down a path to success.

Topics in our *Life Success Library* include but are not limited to:

- Education
- Relationships
- Mental Health
- Budgeting and Finance
- Assistance Programs
- Planning for Retirement
- Computer Skills
- How to Prepare for Emergencies
- Careers
- Parenting

Residents can access the *Life Success Library* at www.AEResident.org from any computer or mobile device with a Wi-Fi connection.

In the Uniform Multifamily Rules under Common Amenities, two points are awarded for an equipped computer learning center. However, no specific language allows for Tenant Supportive Services points to be awarded for computer training or online learning. Furthermore, online learning is not considered an acceptable Tenant Supportive Service. Only in-person providers meet current QAP compliance requirements according to the TDHCA Compliance Division.

While we advocate for and value in-person training, we respectfully request that online learning and computer and mobile device training courses be added as acceptable Tenant Supportive Service formats in the 2019 Uniform Multifamily Rules. Understanding how to use a computer or mobile device safely and effectively is crucial to life in this day and age. Awarding Tenant Supportive Services points to developers for these learning formats will serve to increase digital literacy among affordable housing residents. More importantly, residents who have the technology and skills to use the internet safely will reap a wealth of economic and health-related benefits they wouldn't otherwise enjoy.

Please consider the following quotes from The U.S. Department of Education, Pew Research Center and one of our partners, Community Tech Network (CTN):

- *The meta-analysis found that, on average, students in online learning conditions performed modestly better than those receiving face-to-face instruction.* (September 2010, Evaluation of Evidence-Based Practices in Online Learning: A Meta-Analysis and Review of Online Learning Studies, U.S. Department of Education, Office of Planning, Evaluation, and Policy Development Policy and Program Studies Service, Prepared by Barbara Means, Yukie Toyama, Robert Murphy, Marianne Bakia, Karla Jones, Center for Technology in Learning Link: <https://www2.ed.gov/rschstat/eval/tech/evidence-based-practices/finalreport.pdf>)
- *Digital resources are now more important than ever to Americans' ability to research and apply for jobs. A majority of Americans (54%) have gone online to look for information about a job, and nearly as many (45%) have applied for a job online. The proportion of Americans who research jobs online has doubled in the last 10 years: In a Pew Research Center survey conducted in early 2005, 26% of Americans had used the internet to look for job information.* (November 19, 2015, Searching for Work in the Digital Era, Pew Research Center Internet and Technology, by Aaron Smith Link: <http://www.pewinternet.org/2015/11/19/searching-for-work-in-the-digital-era/>)
- *... access to the Internet is a human right, and ... those without the skills to use a computer are at risk of social and economic disadvantage. The digital divide is a pervasive issue that marks inequalities in access to the Internet and technology. It materially affects the social, cultural and economic well-being of seniors, low-income youth, [and adults], and people of color. Today computer skills and digital literacy are a necessity for employment, education and accessing social services. Public services and essential information are increasingly moving online, and many people are unable to access those resources.* (January 2017 Excerpts from Community Technology Network (CTN) Digital Ambassadors Program Proposal to Crescent Porter Hale Foundation by Ms. Kami Griffiths, Executive Director of CTN)

Conclusion:

Ascendant Education and CTN are committed to fostering digital inclusion and actively striving to transform lives by providing technology and training that promotes digital literacy in affordable housing communities across the great State of Texas. Awarding developers Tenant Supportive Services points for offering online learning and computer training classes to their affordable housing residents in the 2019 Texas Uniform Multifamily Rules will significantly improve the lives of low-income residents.

(3) Cyrus Reed, Sierra Club, Lone Star Chapter



**SIERRA
CLUB**

LONE STAR CHAPTER

Texas Department of Community Affairs
Attn: Patrick Russell
PO Box 13941
Austin, Texas 78711-3941
Email: htc.public-comment@tdhca.static.tx.us

October 10, 2018

Re: Comments on TDHCA 2019 QAP Plan

The Lone Star Chapter of the Sierra Club appreciates the opportunity to comment on the proposed rules for implementation of the 2019 Qualified Allocation Plan for multi-family housing. While we are not a housing organization per se, we believe the QAP offers an opportunity to provide incentives for affordable housing that is built efficiently and smartly, in close proximity to basic amenities, and will incorporate new technologies needed to improve our quality of life and environment. Given the devastating impacts of floods, fires and hurricanes, and the tremendous needs of our state for new affordable housing, the QAP is an important policy decision of the State of Texas with real impact on people's lives.

We have two overall comments. First, we believe the QAP would benefit from an index/table of contents that more clearly laid out the different sections of the rule, as well as some descriptions and tables indicating for example the total number of points eligible for different aspects. As an example, the TDHCA should add a description of the overall points available under the Competitive HTC Selection Criteria under each category before going into the details of each category. Even after reviewing the document several times it is very confusing as to the total number of points available under each category, as well as minimum thresholds. Having a general section on competitive ranking, point threshold and rounding discussion before launching into the details would be extremely helpful. TDHCA should also consider creating a table, or at least tabs, to clearly show the number of points available for each section. A good example of such an approach can be found with the State of Idaho's most recent QAP, which can be found here: <https://www.idahohousing.com/documents/qap-approved-february-20-2018.pdf>. Their

QAP provides both a table of contents and an introductory text and the use of tabs in each section making it much easier to ascertain how bids will be assessed and how many points are available within each category of amenities.

This same issue is also apparent in the discussion of Site and Development Requirements and Restrictions, where there again is no introductory text on the number of points and categories available and minimum thresholds for each category of amenities.

Second, we believe TDHCA should increase the attention and points provided for those developers attempting to make their buildings more energy and water efficient. While some renters pay a rent that includes utilities, others must pay electric and water bills, and effectively ignoring this reality in this QAP means TDHCA is losing the opportunity to influence future water and energy use, save residents money and promote green building technologies. Some of these may make sense to go into the minimum thresholds available, while others could be available as extra points as individual or community amenities.

In short, we want TDHCA to make a commitment to energy efficiency in 2019 as many other states have more adequately done in their QAP process.

Specific Comments:

We believe TDHCA should and must add a statement on compliance with statewide energy codes, as well as other development codes. In 2015, the state legislature passed HB 1736, which established the 2015 IECC as the basic energy code in Texas, and through rulemaking the State Energy Conservation Office stated that all new commercial and residential construction must meet the 2015 IECC or its equivalent. Thus, under minimum thresholds such as those found as "Mandatory Development Amenities on Page 67", TDHCA should add language making it clear that developers must comply with minimum energy codes, as required by state law:

Minimum Code Compliance. All developments must comply with the 2015 International Energy Conservation Code - or an equivalent code such as ASHRAE 90.1 2013-- as required by state law, as well as any local amendments for energy codes required in the area in which the development is proposed.

Other codes - such as the 2015 IBC, the 2015 IMC, 2015 IPC or UPC, National Electric Code, could also be referenced as minimum thresholds.

In addition, as a third tie breaker factor, TDHCA should consider adding specific language prioritizing developments which lead to more energy and water efficient development found on Page 33, such as:

(3) Applications for developments proposed to be built to higher energy and/or water conservation codes or standards that will lead to lower water and electric bills for residents will be favored in the event of a tie-breaker.

Site and Development Requirements and Restrictions

While we are supportive of many of the required mandatory development amenities found on Page 67-- such as energy-star refrigerators, ceilings and lighting -- we believe some more specificity may be needed. For example, we believe that language should be added to require not only meeting minimum federal standards for new air conditioning (14 SEER), but the information on heating and air-conditioning to state that those units must be sized correctly through a Manual J procedure to assure developers are not overbuilding the size of systems.

Thus, the minimum should be a 14 SEER, correctly sized, and then additional points could be earned in "Development Construction Features" for going to 15 or above.

Development Construction Features

We believe that TDHCA should provide more points and emphasis on these features, and increase the number of points for features that will lead to greater energy and water efficiency. We also disagree with the specific standards selected for green-building bonuses, given other green standards that have been developed by the ICC and ASHRAE.

Thus, while we agree with extra points (1.5) for a higher-efficient HVAC system, and agree that radiant barriers can be important, the points should be based on the amount of energy that could be saved, and radiant barrier requirements should be better defined. Thus, as an example, one point could be provided for a 15 or 16 SEER HVAC system, while two points could be provided for an HVAC system that is 18 or above. Similarly, giving extra points for having increased attic insulation (such as R-49) plus a barrier, or some measure of energy savings associated with the radiant barrier would be of use.

Solar and EVs

TDHCA should consider adding points for those developments which provide a minimum of 5% of parking areas for EV level-two charging (rather than 0.5 points for any EV charging stations which means developers could literally get a half a point for any charging station), and also add points for those developments providing solar PV systems that help cover the electric use of common amenities, as well as those that provide actual solar PV systems for the use by residents in their apartments. Currently, there is no mention of renewable energy systems in the "Development Construction Features."

Create a specific category for energy-efficiency and/or greenbuilding.

The current draft rules allow up to four points for green-building features, but only include LEED, Enterprise Green Communities and the ICC 700 National Green Building

Standard. Again, we believe the number of points for meeting greenbuilding standards should be increased and we have suggested some language, modeled on the QAP recently developed by the State of Idaho as part of its 2018 QAP. We believe a higher number of points and a larger number of standards will help foster new greener developments that will benefit the State of Texas.

Thus we would support language such as

A maximum of eight points will be available to developments that incorporate the following "Green Building" certifiable program standards or items into their design. The developer must use the most recent published version of these standards.

LEED, Enterprise Green Communities, ICC 700 National Green Building Standard, Passive House Institute US (PHIUS) or Passive House Institute, 2018 International Green Construction Code, 189.1 2018 ASHRAE.

To receive points for these categories, a preliminary certification that lists the standards or items to be incorporated must accompany the application. Once placed in service, an as built certification that lists the incorporated standards or items will be required along with official program certification, if applicable.

The Lone Star Chapter of the Sierra Club appreciates the opportunity to provide these brief comments on the proposed QAP and looks forward to working with TDHCA and stakeholders on an improved 2019 QAP that better incorporates incentives to make development more energy and water efficient.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cyrus Reed', written in a cursive style.

Cyrus Reed
Conservation Director
Lone Star Chapter, Sierra Club

(4) Michael Luzier, Home Innovation Research Labs



October 11, 2018

Texas Department of Community Affairs
Attn: Patrick Russell
PO Box 13941
Austin, Texas 78711-3941

Submitted electronically: htc.public-comment@tdhca.static.tx.us

Dear Mr. Russell:

On behalf of Home Innovation Research Labs, I respectfully submit comments on the draft 2019 Qualified Allocation Plan for multifamily housing.

First, I suggest an editorial correction to the draft plan on Page 72:

(-c-) ICC/ASHRAE - 700 National Green Building Standard. The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain an NAHB NGBS Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).

Second, I suggest that for buildings to earn points for **(VII) Green Building Features** that the buildings be required to earn the relevant third-party certification from the program Adopting Entity, and that because certification is required, that the points allowable for this section be increased from four points to eight points.

Home Innovation Research Labs serves as Adopting Entity and provides certification services to the NGBS. Home Innovation Labs is a 53-year old, internationally-recognized, accredited product testing and certification laboratory. Our work is solely focused on the residential construction industry and our mission is to improve the affordability, performance, and durability of housing by helping overcome barriers to innovation. Our core competency is as an independent, third-party product testing and certification lab.

To earn NGBS Green certification, every green project is subject to two independent, third-party verifications. There is no self-certification in our program. Builders must hire an independent, accredited verifier who is responsible for visual inspection of every green building practice in the home or dwelling unit. The verifier must perform a rough inspection before the drywall is installed in order to observe the wall cavities, and a final inspection once the project is complete. The verification required for a building to earn certification imbues a high level of rigor and quality assurance. We believe that third-party certification is the only way the Texas Department of Community Affairs can be certain that buildings are compliant with the practices in any green building rating system.

Home Innovation qualifies, trains, and accredits building professionals to provide independent verification services for builders. Verifiers must first demonstrate that they possess experience in residential construction and green building before they are eligible to take the verifier training. Many

October 11, 2018

Page 2

verifiers work on multiple green building programs such as Enterprise Green Communities or LEED. Verifiers must complete thorough training on exactly how to verify every practice in the *National Green Building Standard (NGBS)*. After completing the training, verifiers must pass a three-part written exam with an 80% pass rate and demonstrate that they carry sufficient liability insurance before receiving Home Innovation accreditation. Verifiers must have their accreditation renewed yearly and must retrain and retest with every revised edition of the NGBS.

Verifiers serve as our in-field agents to confirm buildings are NGBS compliant. Home Innovation Labs reviews every rough and final inspection to ensure national consistency and accuracy in the verification reports. Further, we regularly audit our verifiers and the verifications that they perform as part of our internal quality assurance program. It is only through the rigorous third-party certification process can the Texas Department of Community Affairs be certain that buildings are compliant.

Despite the rigor of the certification process, the cost for NGBS Green certification is affordable. Most of the certification cost is derived from implementing the practices and/or installing the necessary products or systems. The certification provides the proof that the practices and products were installed and were installed correctly.

I understand that our request comes late in the process. I am happy to meet with you or your staff should you require a more detailed overview of our certification program and why we believe requiring certification provides far more value than cost. I will also gladly send you any supplemental information that you might require.

Please don't hesitate to contact Michelle Foster (mfoster@homeinnovation.com, 301.430.6205), our Vice President, Innovation Services, directly if she can be of further assistance.

I look forward to working with Texas Department of Community Affairs to promote green certified housing built to the ***National Green Building Standard***.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Luzier". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Michael Luzier
President and CEO

(5) Cynthia Bast, Locke Lord Attorneys & Counselors



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cbast@lockelord.com

MEMORANDUM

TO: Texas Department of Housing and Community Affairs
htc.public-comment@tdcha.state.tx.us

FROM: Cynthia Bast

DATE: OCTOBER 11, 2018

RE: PUBLIC COMMENTS ON RULES – **CHAPTER 11, QUALIFIED ALLOCATION PLAN**

On behalf of Locke Lord LLP, please find comments to draft Chapter 11, Texas Administrative Code with regard to the Qualified Allocation Plan.

Subchapter A Pre-application, Definitions, Threshold Requirements and Competitive Scoring

§ 11.1(d)(35) Definition of Developer.

Comment: The last sentence states "The Developer may not be a Related Party or Principal of the Owner." This makes no sense. It is commonplace that an individual will serve in multiple capacities, Controlling the General Partner of the Development Owner and Controlling the Developer.

Recommendation: Strike this sentence.

§ 11.1(d)(37) Definition of Developer Services.

Comment: This definition is problematic as written because it includes activities that are not includable in eligible basis. The Development Owner needs to include the entire Developer Fee in

eligible basis; any implication that some of the services are not includable in eligible basis could lead to a reduction of the amount of Developer Fee considered. Often, in the Amended and Restated Agreement of Limited Partnership with the Investor, the Investor will specify that the Developer may not perform services that are not includable in eligible basis, such as site selection. This is therefore a direct conflict with what we see as a requirement from the Investors. Further, it conflicts with a series of Technical Advice Memoranda issued by the IRS in the early 2000s.

I expect TDHCA's motivation with regard to this definition is to limit costs in the development budget, which leads to a limitation on tax credits that can be awarded.

Recommendation: If this definition is intended to provide a limitation for underwriting purposes, then it may be helpful to say that in the rule, so that it is not perceived that TDHCA's rule conflicts with federal guidance.

§§11.1(d)(2) and (78) Definitions of Administrative Deficiencies and Material Deficiency

Comment: The definition of Administrative Deficiencies refers only to Applications, while the definition of Material Deficiency refers to both Pre-Applications and Applications and "other documentation." See below.

(2) Administrative Deficiencies – Information requested by Department staff that staff requires to clarify or explain one or more inconsistencies; to provide non-material missing information in the original Application; or to assist staff in evaluating the Application that, in the Department staff's reasonable judgment, may be cured by supplemental information or explanation which will not necessitate a substantial reassessment or re-evaluation of the Application.

(78) Material Deficiency – Any deficiency in a Pre-Application or an Application or other documentation that exceeds the scope of an Administrative Deficiency.

Recommendation: Revise the definition of Administrative Deficiencies to be inclusive of the Pre-Application and other documentation, to be consistent with the definition of Material Deficiency.

§ 11.1(d)(132) Definition of Underwriting Report

Recommendation: Instead of referring to a conclusion that a Development will be feasible, isn't it more accurate to say that the Underwriting Report presents a conclusion whether the Development will be feasible?

§ 11.8(b)(2)(C)(i) Pre-Application Threshold Requirements

Comment: In § 11.203, an Applicant is required to re-notify if there is a change in density of the proposed Development between the time of Pre-Application and the time of Application. Density is calculated as number of units per acre. However, if you look at the contents of the notification that is required at the time of Pre-Application, there is nothing that would give the recipient an indication of density. The notification at the time of Pre-Application requires the Applicant to identify the approximate number of units, but it is not required to identify the total acreage. Therefore, a party receiving the notification would not be able to calculate density at the time of Pre-Application. Why, then, is an Applicant required to notify someone if the density changes between Pre-Application and Application?

Recommendation: Take a close look at the requirements for notification at the time of Pre-Application set forth in § 11.8(b)(2)(C)(i) and be sure that any requirements for re-notification in § 11.203 are consistent with the contents of the notification submitted at the time of Pre-Application. See recommendation regarding § 11.203, below.

§ 11.9(b)(2)(A) Sponsor Characteristics

Comment: A sentence in the middle of this section says:

For HUD 202 Rehabilitation projects which prohibit for-profit ownership, ownership will not be required for a HUB, only for Cash Flow and Developer Fee.

This sentence begs two questions:

Is the HUB still required to have attributes equivalent to 50%, even though the ownership percentage is excluded from consideration?

Receipt of cash flow is generally derived from ownership. Cash flow consists of cash remaining on hand with the Development Owner, after payment of all expenses. Cash flow is then distributed to the partners of the Development Owner. If a HUB cannot be an owner because it is a for-profit entity, then it likely would not receive cash flow. Perhaps any non-profit owner could agree to share its cash flow with the HUB, outside of the partnership structure, via a fee agreement or some other mechanism.

Recommendation: Consider whether requiring a HUB to receive cash flow will be feasible, given that the HUB will not have an ownership position. If not, revise the rule accordingly.

Subchapter B Site and Development Requirements and Restrictions

§ 11.101(a)(3) Neighborhood Risk Factors

Comment: With regard to mitigation, there is confusion as to whether certain mitigation items are mandatory. Subsection (C) says:

The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this section, below, or such other mitigation as the Applicant determines appropriate

Subsection (D) says:

Mitigation must include documentation of efforts underway at the time of Application, including, but not limited to, the measures described in clauses (i) – (iv) of this subparagraph.

The statement in (D) that the mitigation "must include" the measures described in clauses (i) – (iv) is inconsistent with the statement in (C) that the Applicant may include other mitigation.

Recommendation: Revise the text in subsection (D) to say:

"Mitigation should include documentation of efforts underway at the time of Application or other factors deemed relevant by the Applicant; mitigation may include, but is not limited to, the measures described in clauses (i) – (iv) of this subparagraph."

Comment: In subsection (D)(ii)(IV), requiring a statement from a chief of police or sheriff is unrealistic. Some law enforcement agencies, notably the Houston Police Department, have a policy of not making written statements such as this.

Recommendation: As long as this is a suggestion and not a requirement, it may be fine. Applicants need flexibility to provide mitigation that is available for their particular situations.

Comment: In subsection (D)(iv), it says:

Evidence of mitigation for all schools in the attendance zone that have not achieved Met Standard will include

This is inconsistent with the concept of giving Applicants suggested mitigation that is not mandatory.

Recommendation: Change "will" to "may."

Comment: In subsection (D)(iv)(I), it suggests that a letter from a school official should include the following:

The authorized person must also make a representation that they have been in regular communication with the Texas Education Agency, which has confirmed to the authorized person that it finds their assessment reasonable.

Requiring a TEA staff member to verify a statement by a school official is likely not achievable.

Recommendation: Unless TDHCA has independently verified with appropriate TEA personnel that this kind of statement is achievable, it should be removed from the rule.

§ 11.101(b)(3)(D)(xiv) Rehabilitation Costs

Comment: Is the LED lighting supposed to be internal to the units or external?

Subchapter C Application Submission Requirements, Ineligibility Criteria, Board Decisions and Waiver of Rules

§ 11.203 Public Notifications

Comment: The rule states:

However, re-notification is required by all Applicants who have submitted a change from pre-application to Application that reflects a total Unit increase of greater than 10 percent or a 5 percent increase in density (calculated as units per acre) as a result of a change in the size of the Development Site.

This requirement is flawed for a couple reasons. First, the notification given at the time of Pre-Application is required to include an approximate number of total units and low-income units. Measuring a percentage increase on an approximate number is imprecise. Second, as noted above, nothing in the notification given at the time of Pre-Application is required to identify the size of the site. Thus, density is not disclosed in the Pre-Application notification in any way. Why should an Applicant be required to update a notification with regard to density if the original notification did not address density?

Yet, an Applicant is not required to re-notify the officials if the Applicant's contact information changes or if the physical type of the Development changes.

Recommendation: The obvious conclusion here is that re-notification should be required if any of the information included in the original notification has changed. Moreover, the Applicant should be required to specifically point out which information has changed, rather than just submitting a new form.

§ 11.204(13)(B) Previous Participation

Comment:

There is language in this subsection that can be confusing and could be clarified, consistent with other improvements that have been made. In subsection (A), the rule states simply that each individual and entity in the ownership of the Development Owner, Developer or Guarantor must be shown on the organizational charts, along with any persons who have Control (which may include Persons who do not have ownership).

In subsection (B), the rule refers to Affiliates and Principals and people who may be exempt from previous participation under another rule. It is not clear whether this is consistent with everyone shown on the organizational charts or is some subset thereof. It seems that this could be resolved by just referring to the Persons shown on the organizational charts in subsection (A), without the further descriptions.

Recommendation:

Revise the first two sentences of § 11.204(13)(B) to simply say:

Evidence must be submitted that each individual and entity shown on the organizational charts described in subparagraph (A) of this paragraph has provided a copy of the completed previous participation information to the Department.

We sincerely appreciate your consideration of these comments, and we are happy to discuss any of these matters further if needed.

(6) Jean Latsha, Pedor Investments



October 9, 2018

Patrick Russell
Texas Department of Housing and Community Affairs
P.O. Box 13941
Austin, Texas 78711-3941

Re: Comment on the draft of the 2019 Housing Tax Credit Program Qualified Allocation Plan (“QAP”)

Dear Mr. Russell:

Please accept this letter as public comment to the 2019 draft of the QAP. Before submitting such comment, we do want to thank the TDHCA staff and Governing Board for their thoughtfulness in preparing the draft and for the consideration of this comment. Pedcor Investments, A Limited Liability Company (“Pedcor”) is a national housing development company and has utilized the tax credit program in 19 states across the country. We have received 11 tax credit awards in Texas over the last 6 years and have plans to submit more applications in 2019. These comments are made from that perspective, that we may be able to continue to provide affordable housing to Texans in an environment where it is increasingly difficult to do so. At the same time, we appreciate the perspective of TDHCA and your efforts to further policy objectives.

In general, we ask that the language in the proposed rule be revised so that it allows both staff and the Governing Board to evaluate sites holistically. We understand that the rules must be specific with respect to what types of “neighborhood risk factors” are of concern, and we agree that it is appropriate for Applicants to disclose when a specific threshold is not met. However, we also think that in many cases there are Development Sites that could easily be found eligible for financing despite falling just short of one of many thresholds. We think that the currently proposed rule prevents that type of holistic approach and makes it very difficult for staff to recommend to the Governing Board that any site be found eligible if the smallest of risk factors exists. Staff is beholden to language in the rule and does not have the Board’s power of discretion, so the words chosen in the rule (for example “must” over “may”) are important to staff’s recommendation.

Based on comments made by staff and members of the Governing Board at the September 5, 2018 Rules Committee meeting, we understand that the changes in the current draft were actually intended to give Applicants guidance and flexibility when providing evidence that a particular site should be found eligible. This idea is actually supported in the addition of the last sentence in §11.101(a)(3)(C), which reads, “The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this section, below, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible.”

However, the added language to the rest of this section is highly prescriptive with respect to mitigation efforts and documentation required to be submitted. In addition, it gives staff very little ability to holistically evaluate a site and make a positive recommendation based on that evaluation.

The proposed 10 TAC §11.101(a)(3)(C) reads (emphasis added):

“Should any of the neighborhood risk factors described in subparagraph (B) of this paragraph exist, the Applicant **must submit** the Neighborhood Risk Factors Report that contains the **information described in clauses (i) - (viii) of this subparagraph and mitigation pursuant to subparagraph (D) of this paragraph** as such information might be considered to pertain to the neighborhood risk factor(s) disclosed so that staff may conduct a further Development Site and neighborhood review.”

Subparagraph D, referenced above, states (emphasis added):

“Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. **Mitigation must include documentation of efforts underway at the time of**

Application, including, but not limited to, the measures described in clauses (i) - (iv) of this subparagraph. In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing.”

Clauses (i) through (iv) of subparagraph D, which are referenced above, provide very detailed instructions with respect to what evidence ***must*** be included in the Neighborhood Risk Factors Report. For example, the language in §11.101(a)(3)(D)(iv) states (emphasis added), “Evidence of mitigation...***will*** include, but is not limited to, ***jointly satisfying*** the requirement of subclauses (I) and (II); ***meeting the requirements*** of subclause (III) of this clause...; or meeting the requirements of subclause (IV) of this clause...”

We read this to mean that, if a site is within an attendance zone of a school that does not have a Met Standard rating, that the Applicant would be required to submit very specific statements from school officials and provide intense resident services as mitigation. We believe that, while in some instances this may be necessary, that it is excessive in other cases and will cause potential Applicants to walk away from good sites.

In addition, the language added in §11.101(a)(3)(D)(iv) is not needed due to the current systems in place in Texas public schools. All campuses must have improvement plans and must be in contact with Texas Education Agency. In addition, under the Public Education Grant (PEG) program, students in attendance zones of poorly performing schools are already allowed to request transfers. Finally, the requirement to provide costly after-school programs and/or transportation while a school does not have a Met Standard rating is overly burdensome in some instances and should be considered on a case-by-case basis depending on the overall assessment of the schools and the site in general. In addition, this requirement could be equally burdensome on the Department’s compliance staff if they are expected to first determine, based on ever-changing school ratings and accountability systems, whether or not certain services (including transportation, contracts with Head Start providers, and on-site educational services) are required at a property at any given time.

We would like to see the entire §11.101(a)(3) revert to the 2018 language. However, if staff or the Governing Board are inclined to include the added language as suggestions for possible mitigation efforts, then we think it is appropriate to include them as examples in the Multifamily Programs Procedures Manual and not in the rule.

Alternatively, we suggest that the last sentence in §11.101(a)(3)(C) be moved to §11.101(a)(3)(D) and slightly revised so that the latter section reads:

“Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. ~~Mitigation must include documentation of efforts underway at the time of Application, including, but not limited to, the measures described in clauses (i) – (iv) of this subparagraph. The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this subparagraph, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible.~~ In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing.”

Thank you for your consideration.

Sincerely,



Jean Marie Latsha
Vice President - Development

(7) Jim Sari

Patrick Russell

From: Jim Sari [jim@sariandcompany.biz]
Sent: Friday, October 12, 2018 8:45 AM
To: HTC Public Comment
Subject: FW: sari & company QAP comments

please accept the following suggestions as potential improvements to the proposed 2019 qualified allocation plan.

Sari & co & partners are currently working in 5 regions of the state to repurpose historically significant buildings as well as newly constructing units using a myriad of financing techniques, including 4 & 9% TDHCA programs. these comments will primarily represent potential ways to give more credence to deals that bring essentially 40% equity to that table thru the sale of federal & state historic tax credits, as well as local subsidy such as TIRZ, TIF, CDBG, etc. these projects are more than housing - they reuse existing infrastructure instead of stressing local utilities with expansion, they put neglected & blighted buildings back on the tax rolls, they help spur downtown revitalization, they address local community development objectives (ie the opposite of nimby), **but perhaps most importantly to thdca - they utilize sources of equity outside of the limited 4 & 9% resource. they cost about same, but they use 20-40% less lihtc subsidy than a straight new construction deal.**

not only does adaptive reuse stretch THDCA's dollar - its what communities want. its the smartest of growth.

COMMENTS:

**pg 38 - unit sizes. we suggest 500, 700, 900, 1100. 1300
550 is a huge studio - 650 a small one br. 850 is obsolete as a 2. the real sizes of today's competitive product are 450ish, 680-720, 920 - 960, 1120 - 1200, 1320+
don't build units that are out of date/favor on day one**

pg 44 - underserved. goto 20 & 10 years for points. something built 20 years ago is a long time. population trends in tx are going up up. that's long enough.

pg 47 - there is way 2 much emphasis on disaster stuff. the region 3 fiasco last year is a prime example with people clamoring to submit full apps in January before they fell off the 2 year list for a disaster recognition listing that was apples to bricks compared to Harvey. in our opinion - you should eliminate the 10 point category in all regions that weren't impacted by Harvey. let them duke it out within those regions. the floods in dallas 2 or 3 years ago don't warrant being an auto winner vs the county next door like grayson whose affordable housing need is just as severe. WAY TOO MANY POINTS FOR DEALS IN MODERATELY EFFECTED DISASTER REGIONS. just because the local senator or governor was good at getting it listed after a hard rain, doesn't mean you have to flush all the credits there. also you know every tom dick & harry is gonna say they can close by November for the 5 points then they are gonna close on a note or some other BS - if you want that to be meaningful - say construction has to be underway including site fencing, mobilization, grading etc by jan 31. that will separate the players from the fakers.

pg 48 - disaster areas - get rid of or scale back to severe regions like Harvey, use 1 year window or 2 year but cant fall off list before awards or something like that. this category is a joke. u get 42 apps in Tarrant county, zero in grayson county. get rid of it or scale back

pg 57 - leverage of private state etc funds - where are historic credits? that's 40% net (fed 85 cents, state 90 cents) ITS MORE SUBSIDY THAN ALL THOSE OTHERS COMBINED! it should be treated as such. HB 500 was a bipartisan bill that created the Tx state historic credit in a state WITH NO INCOME TAX> THAT IS UNHEARD OF. do what your congress and local communities want - reward those projects that stretch your resource and kill 4 birds with one stone. see opening statement for more on this,.

pg 69 - development size limitations. general rule of thumb if not already oversaturated is 10 units per thousand. so these caps are way too restrictive. restrict the credit amount on the 9% instead if you want to spread it around. should be no restriction on a 4% if mkt study & other factors say itl work. that just an arbitrary cap for no clear reason.

please accept these suggestions on behalf of our development team & the cities across the state who we work with that are trying to accomplish multiple objectives with your help.

thank you .

jim sari

4195755165

www.sariandco.com

(8) Aubrea Hance, Better Texans Services

Patrick Russell

From: Aubrea Hance [aubrea@bettertexans.com]
Sent: Friday, October 12, 2018 8:53 AM
To: HTC Public Comment
Subject: Public Comment - Resident Supportive Services

To Whom It May Concern:

I would like to humbly submit comment on Resident Supportive Services of the Proposed Qualified Allocation Plan for 2019.

As a Resident Supportive Services provider, we share the agencies goal of offering services and education that improve the quality of life, opportunities and skills of residents. As the items that qualify for supportive services have evolved, and require a larger budget and more interaction, it continues to be apparent to us that the term "voluntary participation" is a barrier to fulfilling the requirements in what we would consider a "successful" manner. The majority of the residents we serve are working at least one job, raising children, have active lives and it is difficult for most to commit to other education and amenity programs with their busy and burdened schedules. Looking at the overall changes in the past few years and specifically this year's proposed QAP, it will require substantially more money to support it with little hope of more participation from the resident.

Because of the ever increasing cost to implement the services to residents, we believe that it is imperative that the underwriting process allocate greater scrutiny to the budget line item for resident services. It is important for the agency to support these requirements on multiple fronts (application, underwriting, compliance) ensuring that each owner has appropriated sufficient funds to implement the elections and a clear understanding of terminology to avoid confusion during audits.

Children Supportive Services:

Although I have not done the research, I am concerned that this level of childcare would require licensing and insurance and carry substantial liability risk. This item should carry substantially more points as it will require substantially more money. There should also be a less cumbersome service option for complexes that cannot implement a 12 hour/week program, but desire to offer some children's programs. Please also consider making some allowances for complexes of different sizes. A 40-unit complex and a 160 -unit complex have very different abilities to offer certain services.

Adult Supportive Services:

There should be language to provide for a lack of interest for classes offered. If the residents do not want to attend classes, the owner should not be forced to pay for instructors/third-party providers to be onsite 4 hours/week. We request that the agency make accommodation for the fact that these are voluntary programs and recognize the inability of the owner, management agent, service provider or agency to force participation.

The terms "skilled" and "trained" are not defined in the document and contain no guidance as to what they mean. It is important that these terms not be subjective.

Because of the opportunities we have with technology, it is possible to get higher skilled/trained presenters with the use of web/online meetings and educational courses. Especially for rural areas and smaller communities, it seems archaic and restrictive to exclude this type of educational program.

I know that you are aware of most of what I've commented on, and appreciate the opportunity to comment on an area that is difficult to implement, pursue and track. Thank you for your time and attention.

Best Regards,

Aubrea Hance

Better Texans Services, Inc.

P.O. Box 101295

Fort Worth, TX 76185

817.585.1195 Phone

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Physical deliveries:

4450 Oak Park Lane #101295

Fort Worth, TX 76185

(9) Rural Rental Housing Association



October 12, 2018

Patrick Russell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701
htc.public-comment@tdhca.state.tx.us

Re: RRHA - Comments Regarding 2019 Official Draft QAP (September 21, 2018)

Mr. Russell:

On behalf of the Rural Rental Housing Association of Texas (RRHA, "Association"), please find, enclosed, brief comments to the released Official Draft 2019 Qualified Allocation Plan ("QAP"). RRHA is appreciative of the Department's consideration of proposed changes, as well as the inclusion of former revisions and clarifications.

RRHA represents more than 700 rural properties, across the state, consisting of over 24,000 units that house more than 34,000 residents. Because our portfolio consists of existing properties, many of which are in need of rehabilitation, our main mission aligns with much of Chapter 2306, Texas Government Code, in calling for the preservation of existing affordable multifamily housing. On behalf of the residents we serve, we are grateful for the Department's consideration of the development community's comments and concerns.

The following items (with subsequent details) are a few of the Association's greatest QAP concerns as they relate to preserving the USDA 514/515 portfolio:

- Leveraging
- Cost Per Square Foot
- Underserved Area
- Tie Breaker Factors
- Opportunity Index
- Neighborhood Risk Factors
- Development Size Limitations

If you need any additional clarification or discussion, please feel free to connect with RRHA's Development Committee by contacting Devin Baker at (281) 689-2030, ext. 128, or via email at dpbaker@lcjcompanies.com.

Respectfully,

A handwritten signature in black ink, appearing to read "DK", written over a faint circular stamp.

Diane Kinney
President

Committed to Quality Affordable Housing in Rural Texas
www.rrhatx.com

2 North 9th Street, Suite B · Temple, TX 76501 · P (254) 778-6111 · F (254) 778-6110 · office@rrhatx.com

§11.9(e)(4) Leveraging of Private, State, and Federal Resources

The Association supports and appreciates Staff's proposed percentage increases to each level under this scoring item. These changes will allow for greater feasibility in a rising interest rate and cost environment. The recognition, and acceptance, of Stakeholder advocacy in revising this item is much appreciated.

§11.9(e)(2) Cost of Development per Square Foot

RRHA appreciates the proposed 5% increase to each cost per square foot amount within this section. As construction materials and labor continue to inflate, this revision will better assist in completing a full renovation for the residents of these communities.

The Association is in full agreement with the concept below from the Texas Affiliation of Affordable Housing Providers (TAAHP).

To the extent that TDHCA's cost certification data indicates a cost increase trend in excess of the 5% increases proposed in the draft QAP, TAAHP recommends a percentage increase to the QAP cost figures in an amount equal to the percentage increase supported by TDHCA's own data. Additionally, TAAHP is supportive of ongoing evaluations by TDHCA of data required to be submitted by the development community (specifically Construction Status Reports and Cost Certifications), and an accurate reflection of construction cost data within the QAP, as supported by such TDHCA data.

It is the development community's hope that annual increases under this scoring item will remain congruent with inflation.

§11.9(c)(5)(g) Underserved Area

RRHA appreciates the Department's adoption of the Association's proposed language clarification, in the addition of punctuation, for this subsection. This new item will be helpful in the preservation of the aging properties that score well and have remained viable.

§11.7 Tie Breaker Factors

The Association supports the improvements in language, under this section, from the initial staff draft. However, in order to achieve impartial results that will, hopefully, not have inadvertent effects, RRHA suggests alterations/revisions proposed by TAAHP below.

- *Tie Breaker 1 – An evaluation of poverty is required related to eligibility under Neighborhood Risk Factors and in scoring under Opportunity Index. Given this, TAAHP recommends eliminating the evaluation of the poverty rate in the first tie breaker, as it repeats an evaluation required in other areas of the QAP. (RRHA agrees and believes that this preference is not a good standard for choosing one project's viability over another.)*
- *Tie Breaker 2 - The second tie breaker adds uncertainty since the developments evaluated for the tie breaker will be different for each development based on who the Owner is for each submitted application. It is essential that the tie breaker be applied uniformly. Additionally, evaluations based on ownership will add to staff's review burden and require consideration of who exercises control over a development. TAAHP*

recommends the following language change to ensure that the developments evaluated in the tie breaker are the same for all applicants, and to prevent undue review burden for TDHCA staff.

- Language request: *“(2) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development. ~~(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)~~ that serves the same Target Population and that was awarded less than 15 years ago according to the Department’s property inventory tab of the Site Demographic Characteristics Report.”*

RRHA, along with TAAHP, is in favor of tie breaker factors that do not repeat any Selection Criteria items, and oppose tie breaker factors that direct developments to specific census tracts.

§11.9(c)(4) Opportunity Index

The Association appreciates that no revisions were made to the Opportunity Index distances for Rural Areas. As noted in prior Association comments, the presence of opportunity items in shorter distances is not an indicator of property viability or resident value to rural communities. RRHA appreciates Staff’s recognition of this regarding this section.

§11.101(a)(3) Neighborhood Risk Factors

RRHA appreciates the attention Staff has given to this category (previously Undesirable Neighborhood Characteristics) in the past. The Association supports the following proposed by TAAHP.

- *TAAHP supports the new language requiring the Board to document the reasons for a finding of eligibility that conflicts with staff recommendations. However, the new language requiring specific mitigation will make it nearly impossible for staff to recommend that any site be found eligible. Based on comments made by staff and members of the Governing Board at the September 5, 2018 Rules Committee meeting, TAAHP understands that these changes were made in order to give Applicants guidance and options for mitigation, and not to be overly prescriptive. The last sentence added in §11.101(a)(3)(C) supports this idea, but may just be misplaced.*
 - *Language request: Move the last sentence in §11.101(a)(3)(C) to §11.101(a)(3)(D) and make some other minor revisions so that it reads, “Information regarding mitigation of neighborhood risk factors should be relevant to the risk factors that are present in the neighborhood. ~~Mitigation must include documentation of efforts underway at the time of Application., including, but not limited to, the measures described in clauses (i) – (iv) of this subparagraph. The mitigation offered by an Applicant may be, as applicable, either one or more of the mitigations described in (i) – (iv) of this subparagraph, or such other mitigation as the Applicant determines appropriate to support a Board determination that the proposed Development Site should be found eligible. In addition to those measures described herein, documentation from the local municipality may also be submitted stating the Development is consistent with their obligation to affirmatively further fair housing.”~~*

- TAAHP also specifically recommends reverting to the 2018 language in both §11.101(a)(3)(D)(iii) and (iv) for the following reasons:
 - Language was added to §11.101(a)(3)(D)(iii) which would require that plans to reduce blight have “adequate” budgets and timelines. TAAHP believes that the requirements for a plan in general is sufficient and that this added language will make it difficult for staff to recommend any site be found eligible.
 - Language added in §11.101(a)(3)(D)(iv) is not needed due to the current systems in place in Texas public schools. All campuses must have improvement plans and must be in contact with TEA. In addition, under the Public Education Grant (PEG) program, students in attendance zones of poorly performing schools are already allowed to request transfers. Finally, the requirement to provide intense tenant services while a school does not have a Met Standard rating is overly burdensome in some instances and should be considered on a case-by-case basis depending on the overall assessment of the schools. In addition, this requirement could be equally burdensome on the Department’s compliance staff if they are expected to monitor services in relation to ever-changing school ratings and accountability systems.

§11.101 (b)(2) Development Size Limitations

Although not directly affected by this section, the Association understands the need for increased housing limits in order to lessen the housing affordability crisis in our nation. RRHA would support the elimination of, or further increase to, the maximum unit criteria (newly suggested at 120 units) for Rural Area Bond Developments, assuming the market could support the proposed additional housing.

(10) Texas Association of Local Housing Finance Agencies



Texas Association of Local Housing Finance Agencies

5900 Balcones Dr., Suite 245, Austin, TX 78731-4285

www.TALHFA.org 512.241.1657 Phone 512.241.1683 Fax

October 12, 2018

Patrick Russell

Texas Department of Housing and Community Affairs

P.O. Box 13941

Austin, Texas 78711

Via Email: htc.public-comment@tdhca.state.tx.us

2018 Board of Directors

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Housing Finance Corporation

Tim Nelson
Hilltop Securities, Inc

Sherman Roberts
City of Dallas
Housing Finance Corporation

Jim Shaw
Capital Area
Housing Finance Corporation

David Southern
Northwest Central Texas
Housing Finance Corporation

Ron Williams
Southeast Texas
Housing Finance Corporation

Re: Comments on the 2019 Proposed Multifamily Direct Loan Rule, 10 TAC, Chapter 11

Dear Mr. Russell:

On behalf of the Texas Association of Local Housing Finance Agencies (TALHFA), I'm presenting the following comments on the Draft of the 2019 Qualified Allocation Plan. TALHFA is a state-wide nonprofit organization with 250 members, the majority of which are local housing finance agencies serving Texas communities. Our comments and suggestions are as follows:

§11.101. Site and Development Requirements and Restrictions.

(a)(3) Neighborhood Risk Factors. TALHFA appreciates the attention that TDHCA has given to the previous category of Undesirable Neighborhood Characteristics to allow our communities greater opportunity to address community housing problems as part of a holistic approach. Unfortunately, we are not confident that the proposed changes will, in fact, allow our counties and cities the flexibility they need to be able to create better living environments, using affordable housing as one of the tools. TALHFA recognizes that while there are many different ways to accomplish this objective, the suggestions offered by the Texas Affiliation of Affordable Housing Providers (TAAHP) to modify the draft language would be a significant improvement to this section. (See TAAHP Comments attached.)

(b)(2) Development Size Limitations. TALHFA is supportive of the increase to 120 units for tax-exempt bond developments in Rural Areas. However, many defined Rural Areas are contiguous to large metropolitan areas and can support a higher number of units. TALHFA would ask that the maximum units be eliminated altogether or increased to 180 affordable units, provided the number of units is supported by a market study, to more closely approximate the size of a feasible bond transaction. TALHFA also requests that the same limit be applied to Multifamily Loan Developments when such programs are used in conjunction with tax-exempt bond developments.

(b)(3) Rehabilitation Costs. TALHFA appreciates the addition of a new test for meeting rehab thresholds; however, we find that the new test does not reflect appropriately the wide variety of property conditions encountered in the acquisition of existing properties. The following are particularly onerous, and we suggest their removal:

(x) new energy efficient windows (low-e on any windows with afternoon sun exposure). In many properties, this will force the developer/owner to throw away perfectly good windows for minimal energy saving and at the same time, require relocation of the existing resident to accommodate this replacement

(xiii) new kitchen and bathroom cabinets, countertops and fixtures. This should be on an "as needed" basis. We find that many of the cabinet boxes are solid and just need resurfacing

(xv) new hot water heater for each unit. Again, many properties have already replaced some or all hot water heaters within the past years. Throwing away perfectly good water heaters is not good policy.

(xviii) new energy star or equivalent appliances. Again, just because a property is older does not mean that appliances have not already been replaced in some or all units. Potentially, developers would be replacing an energy star appliance that is five years old with a new one for no apparent reason.

The Property Condition Needs Assessment details what items need to be replaced and when, and should be used as a tool for determining the needs of a particular property. The dollar limits imposed by TDHCA are arbitrary and do not reflect the actual needs per property. TALHFA requests a policy that respects the financial constraints bond deals face. Maybe the test should be different for acquisitions financed with private activity bonds and 4% tax credits than those for 9% tax credits, the latter having access to greater financing equity.

(b)(4) (M) Mandatory Development Amenities. The requirement for rehabilitation developments to replace every window with energy star windows is excessive. We would like to see this change apply only to new construction.

(b)(5) Common Amenities. Common Amenities are critical to the success of affordable housing; however, the type of amenities valued in family, workforce, and senior housing are evolving with the times. Further, increasing construction costs are creating a real dilemma for our developers and issuers, creating a need for careful examination of how community spaces are used to ensure they are appropriate to the population and don't sit unused simply because a developer needed to meet a point requirement. Since very few 9% transactions exceed 150 units, the impact of the minimum scoring is particularly felt by developments utilizing Private Activity Bonds and 4% Tax Credits. Many of these developments are high-density, urban deals and do not have traditional fencing and gated entries found in more suburban locations. Additionally, with the removal of green building from this category (and its reinsertion under unit amenities), these points become increasingly difficult to achieve. Thus, TALHFA recommends the following modification to the scoring minimums:

- (i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for seven (7) points;
- (iii) Developments with 77 to 99 Units must qualify for nine (9) points;
- (iv) Developments with 100 to 149 Units must qualify for eleven (11) points;
- (v) Developments with 150 to 199 Units must qualify for thirteen (13) points; or
- (vi) Developments with 200 or more Units must qualify for fifteen (15) points.

TALHFA also has the following comments regarding specific amenities:

(i) Community Space for Resident Supported Services

- (1) Multifunctional Learning and Care Centers. The size requirement for the multi-faceted learning center is onerous. Generally, training environments are going to be sized to have approximately 24 to 36 persons in a class. A classroom-style seating arrangement for 36 people can be sufficiently accommodated within an 800 square foot space. When these spaces are too large, they are not conducive to learning situations that include a large computer screen and instructor connectivity with the audience. It is more appropriate to have these spaces sized reasonably; such as 10 sf per person, with a maximum requirement of 1,000 square feet. If the idea is to have a space for after-school children's program, then that is a different type of space and should be treated as such by reinstating points for a staffed/equipped children's activity center.

(ii)(iii) Health/Fitness/Play.

(II & III) Furnished Fitness Center: The requirement to have one each of a list of 8 pieces of commercial equipment per either 40 units or 20 units (depending on a point category chosen) is both confusing and exceedingly prescriptive. Because the text says includes "at least one of each," the strict interpretation is that every development taking points in this category must have at least 8 pieces of different equipment. This is going to deter applicants from taking these points at all. Further, for senior developments, many of these pieces of equipment are less preferable than having multiple treadmills or recumbent bicycles. TALHFA recommends restoration of the 2018 language.

(v) Community Resources.

Issue: One of the big needs today is for package storage. Particularly package storage that is accessible 24/7. TALHFA recommends that points be given for Package Locker systems such as those offered by Amazon, Luxor Lockers or Package Concierge. These systems provide phone notification to the package recipient regarding a delivery and a code to pick up the package. Under this system, it is not necessary to have a storage locker for each resident and the lockers vary in size to accommodate different package sizes. There is an installation cost that is borne by the apartment development and a monthly operation charge as well on most systems.

Suggested Addition:

XIII. Package Lockers. Automated Package Lockers provided at a location within the complex that can be accessed by residents 24/7 and at no charge to the resident. To qualify, there would need to be at least 1 locker for every 8 residential units. (2 points)

Issue: Dedicated Space for a Food Pantry. Although under supportive services, points may be taken for operating a food pantry, there is no comparable scoring for the space itself. Food Pantries have special requirements yet provide a particularly valuable service to senior residents, as well as families on limited incomes.

Suggested Addition:

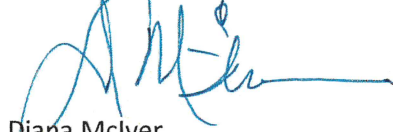
XIV. Food Pantry. A dedicated space for a food pantry which includes at least 20 cubic feet of refrigerated storage, a large sink for washing vegetables and fruits, and adequate storage and shelving in a climate-controlled setting. To qualify the food pantry must be at least 250 square feet and be staffed and operated no less than once a week. (2 points)

Page 4 of 4

We appreciate this opportunity to provide input on the draft regulations and thank you for your consideration of our comments. Should you have questions, please do not hesitate to call either Jeanne Talerico at 512-241-1657 or me at 512-328-3232, extension 4504.

Sincerely,

TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES



Diana McIver
Chair, Legislative Committee

Enclosure: TAAHP Comments dated October 12, 2018

Cc: Jeanne Talerico, Executive Director, TALHFA
TALHFA Legislative Committee Members
Roger Arriaga, Executive Director, TAAHP
Rural Rental Housing Association



TAAHP

TEXAS AFFILIATION OF AFFORDABLE HOUSING PROVIDERS | 221 E. 9th Street, Ste. 408 | Austin, TX 78701
tel 512.476.9901 fax 512.476.9903 taahp.org

October 12, 2018

Patrick Russell
Multifamily Policy Research Specialist
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, TX 78701
Patrick.russell@tdhca.state.tx.us

**Re: Texas Affiliation of Affordable Housing Providers – Comments
Regarding 2019 Official Draft Qualified Allocation Plan**

Dear Mr. Russell,

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Additionally, TAAHP fully endorses public comment provided by the Texas Association of Local Housing Finance Agencies (“TALHFA”), attached hereto as Exhibit A.

Subchapter A – Threshold Requirements and Competitive Scoring

- §11.7 Tie Breaker Factors – TAAHP supports the improvements in tie breaker language from the initial staff draft to the official draft QAP. As discussed in TAAHP’s July 2 and August 17 letters, TAAHP members are in favor of tie breaker factors that do not repeat any Selection Criteria items or similar policies to those already addressed by Selection Criteria, and oppose tie breaker factors that direct developments to specific census tracts.
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ROGER ARRIAGA
TAAHP Executive Director

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Subchapter B – Site and Development Requirements and Restrictions

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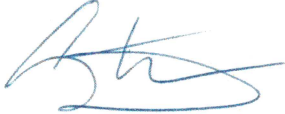
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Thank you for your consideration of these comments. Please note that representatives from the TAAHP QAP Committee welcome the opportunity to meet with TDHCA staff in order to discuss these recommendations more fully.

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Sincerely,



Audrey Martin
TAAHP QAP Committee Co-Chair



Jean Latsha
TAAHP QAP Committee Co-Chair

Enclosure: TALHFA Comments Dated October 12, 2018

Cc: Tim Irvine, TDHCA
Brooke Boston, TDHCA
Marni Holloway, TDHCA
Sharon Gamble, TDHCA
TDHCA Board
TAAHP Membership
Jeanne Talerico, Executive Director, TALHFA
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(11) Texas Affiliation of Affordable Housing Providers



TAAHP

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October 12, 2018

Patrick Russell
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Austin, TX 78701
Patrick.russell@tdhca.state.tx.us

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Texas Association of Local Housing Finance Agencies

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October 12, 2018

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Patrick Russell
Texas Department of Housing and Community Affairs
P.O. Box 13941
Austin, Texas 78711

Via Email: htc.public-comment@tdhca.state.tx.us

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(xv) new hot water heater for each unit. Again, many properties have already replaced some or all hot water heaters within the past years. Throwing away perfectly good water heaters is not good policy.

(xviii) new energy star or equivalent appliances. Again, just because a property is older does not mean that appliances have not already been replaced in some or all units. Potentially, developers would be replacing an energy star appliance that is five years old with a new one for no apparent reason.

The Property Condition Needs Assessment details what items need to be replaced and when, and should be used as a tool for determining the needs of a particular property. The dollar limits imposed by TDHCA are arbitrary and do not reflect the actual needs per property. TALHFA requests a policy that respects the financial constraints bond deals face. Maybe the test should be different for acquisitions financed with private activity bonds and 4% tax credits than those for 9% tax credits, the latter having access to greater financing equity.

(b)(4) (M) Mandatory Development Amenities. The requirement for rehabilitation developments to replace every window with energy star windows is excessive. We would like to see this change apply only to new construction.

(b)(5) Common Amenities. Common Amenities are critical to the success of affordable housing; however, the type of amenities valued in family, workforce, and senior housing are evolving with the times. Further, increasing construction costs are creating a real dilemma for our developers and issuers, creating a need for careful examination of how community spaces are used to ensure they are appropriate to the population and don't sit unused simply because a developer needed to meet a point requirement. Since very few 9% transactions exceed 150 units, the impact of the minimum scoring is particularly felt by developments utilizing Private Activity Bonds and 4% Tax Credits. Many of these developments are high-density, urban deals and do not have traditional fencing and gated entries found in more suburban locations. Additionally, with the removal of green building from this category (and its reinsertion under unit amenities), these points become increasingly difficult to achieve. Thus, TALHFA recommends the following modification to the scoring minimums:

- (i) Developments with 16 to 40 Units must qualify for four (4) points;
- (ii) Developments with 41 to 76 Units must qualify for seven (7) points;
- (iii) Developments with 77 to 99 Units must qualify for nine (9) points;
- (iv) Developments with 100 to 149 Units must qualify for eleven (11) points;
- (v) Developments with 150 to 199 Units must qualify for thirteen (13) points; or
- (vi) Developments with 200 or more Units must qualify for fifteen (15) points.

TALHFA also has the following comments regarding specific amenities:

(i) Community Space for Resident Supported Services

- (1) Multifunctional Learning and Care Centers. The size requirement for the multi-faceted learning center is onerous. Generally, training environments are going to be sized to have approximately 24 to 36 persons in a class. A classroom-style seating arrangement for 36 people can be sufficiently accommodated within an 800 square foot space. When these spaces are too large, they are not conducive to learning situations that include a large computer screen and instructor connectivity with the audience. It is more appropriate to have these spaces sized reasonably; such as 10 sf per person, with a maximum requirement of 1,000 square feet. If the idea is to have a space for after-school children's program, then that is a different type of space and should be treated as such by reinstating points for a staffed/equipped children's activity center.

(ii) (iii) Health/Fitness/Play.

(II & III) Furnished Fitness Center: The requirement to have one each of a list of 8 pieces of commercial equipment per either 40 units or 20 units (depending on a point category chosen) is both confusing and exceedingly prescriptive. Because the text says includes "at least one of each," the strict interpretation is that every development taking points in this category must have at least 8 pieces of different equipment. This is going to deter applicants from taking these points at all. Further, for senior developments, many of these pieces of equipment are less preferable than having multiple treadmills or recumbent bicycles. TALHFA recommends restoration of the 2018 language.

(v) Community Resources.

Issue: One of the big needs today is for package storage. Particularly package storage that is accessible 24/7. TALHFA recommends that points be given for Package Locker systems such as those offered by Amazon, Luxor Lockers or Package Concierge. These systems provide phone notification to the package recipient regarding a delivery and a code to pick up the package. Under this system, it is not necessary to have a storage locker for each resident and the lockers vary in size to accommodate different package sizes. There is an installation cost that is borne by the apartment development and a monthly operation charge as well on most systems.

Suggested Addition:

XIII. Package Lockers. Automated Package Lockers provided at a location within the complex that can be accessed by residents 24/7 and at no charge to the resident. To qualify, there would need to be at least 1 locker for every 8 residential units. (2 points)

Issue: Dedicated Space for a Food Pantry. Although under supportive services, points may be taken for operating a food pantry, there is no comparable scoring for the space itself. Food Pantries have special requirements yet provide a particularly valuable service to senior residents, as well as families on limited incomes.

Suggested Addition:

XIV. Food Pantry. A dedicated space for a food pantry which includes at least 20 cubic feet of refrigerated storage, a large sink for washing vegetables and fruits, and adequate storage and shelving in a climate-controlled setting. To qualify the food pantry must be at least 250 square feet and be staffed and operated no less than once a week. (2 points)

We appreciate this opportunity to provide input on the draft regulations and thank you for your consideration of our comments. Should you have questions, please do not hesitate to call either Jeanne Talerico at 512-241-1657 or me at 512-328-3232, extension 4504.

Sincerely,

TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES



Diana McIver
Chair, Legislative Committee

Enclosure: TAAHP Comments dated October 12, 2018

Cc: Jeanne Talerico, Executive Director, TALHFA
TALHFA Legislative Committee Members
Roger Arriaga, Executive Director, TAAHP
Rural Rental Housing Association

(12) Alyssa Carpenter

October 12, 2018

Patrick Russell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: Comment on the Draft 2019 Qualified Allocation Plan and Rules

Dear Mr. Russell:

The following comments are in response to the draft 2019 Qualified Allocation Plan and Rules. I thank Staff for their work on this document throughout the year and the opportunity to provide input.

2019 Qualified Allocation Plan

11.2(a) Competitive HTC Deadlines

There are numerous places in the QAP that reference the “Full Application Delivery Date as identified in §11.2(a) of this chapter,” but 11.2(a) does not actually label any date as the “Full Application Delivery Date.” What is assumed to be this Date is labeled “End of Application Acceptance Period.”

11.9(c)(7) Proximity to Urban Core

I propose that TDHCA remove the following sentence: “This scoring item will not apply to Applications under the At-Risk Set-Aside.”

It is my understanding that this sentence was originally added because rural and urban applications are competing in the At-Risk Set-Aside, and making these points available to “urban core” urban applications would be unfair to the rural applications. However, most rural applications in the At-Risk Set-Aside are USDA applications that will compete first under their own dedicated allocation in the USDA Set-Aside, which is funded before any of the urban applications that are in the At-Risk Set-Aside. Such rural applications receive an advantage over the rest of the applications in the At-Risk Set-Aside, even if they have a lower score than the urban applications. Enabling At-Risk applications to elect Urban Core points will not impact the rural applications scoring under the USDA Set-Aside.

If Urban Core is a scoring priority for Uniform State Service Regions (where there are also places at a disadvantage because such places do not qualify for Urban Core), I believe it should also be a priority in At-Risk.

11.9(d)(4) Quantifiable Community Participation

For those Applications that Challenge opposition under 11.9(d)(4)(D), I propose that Staff clarify is points can still be awarded under 11.9(d)(6). This could include adding language that specifically states that that if a challenge to opposition is found to be warranted and the opposition is contrary to the findings and determinations of the local government, then the

Application would receive 4 points under this subsection and be eligible for points under 11.9(d)(6) Input from Community Organizations.

11.9(d)(7) Concerted Revitalization Plan

For Developments in a Rural Area, the option to receive 2 points under subsection (ii) does not make much sense considering the requirement to receive 4 points under subsection (i).

11.9(e)(2) Cost of the Development per Square Foot

The Definition of “Adaptive Reuse” specifically states that “Adaptive Reuse Developments will be considered as New Construction.” However, this scoring item groups Adaptive Reuse with Rehabilitation (excluding reconstruction). Adaptive Reuse Developments often have costs much higher than rehabilitation developments. Unlike Rehabilitation developments that have an existing multifamily use, Adaptive Reuse developments are required to reconfigure interior space and walls, electrical, plumbing, and mechanicals. To align with the definition of Adaptive Reuse and the realities of the costs needed for Adaptive Reuse that are above and beyond Rehabilitation developments, I suggest that Adaptive Reuse be considered New Construction under this scoring item.

Subchapter B

10.101(a)(3) Neighborhood Risk Factors

Subsection (D)(iv) regarding mitigation for schools read as follows:

(iv) Evidence of mitigation for all of the schools in the attendance zone that have not achieved Met Standard will include, but is not limited to, jointly satisfying the requirements of subclauses (I) and (II); meeting the requirements of subclause (III) of this clause if the school that has not achieved Met Standard is an elementary school; or meeting the requirements of subclause (IV) of this clause if the school that has not achieved Met Standard is either a middle school or a high school.

The language “will include, but is not limited to” reads that the Application WILL (MUST) jointly satisfy the requirements of the subclauses as listed, and is not limited to just those subclauses. Some school districts and developments will not be able to satisfy these subclauses. These proposed additions to the 2019 QAP should be suggestions/options to prove mitigation and not be requirements.

Subchapter C

11.203 Public Notifications

This section still contains language in subsection (3)(A)(vii) that requires the notification to contain a statement that “aspects of the Development may not yet have been determined or selected or may be subject to change, such as changes in the amenities ultimately selected and provided.” However, this requirement was deleted under the HTC Pre-Application notification requirements at 11.8(b)(2)(C). That general language is also still contained in 11.201 Procedural Requirements for Application Submission.

Subchapter D

11.302 Underwriting Rules and Guidelines

According to the Market Analysis requirements in 11.303(d)(10)(H), it appears that Income Averaging applications are required to provide capture rates for more income bands (20%, 70%, and 80%) than applications not electing Income Averaging. If this is the case, should the Feasibility Conditions listed in section 11.302(i)(1)(A), (B), (C), and (D) concerning gross capture rates for any AMGI income band apply to Applications using Income Averaging including these additional income bands?

Thank you for your attention to these comments. Please contact me with any questions.

Regards,

A handwritten signature in black ink, appearing to read 'Alyssa Carpenter', with a long, sweeping horizontal stroke extending to the right.

Alyssa Carpenter
ajcarpen@gmail.com

(13) Hilary Andersen, TWG Development

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Tel 317-264-1833
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OCTOBER 12, 2018

Texas Department of Housing and Community Affairs
Patrick Russell, Multifamily Policy Research Specialist
221 E 11th St.
Austin, TX 78701

Mr. Russell,

Thank you for the opportunity to provide written feedback on TDHCA's draft Qualified Allocation Plan. We respectfully submit our comments for TDHCA's consideration.

1. As the low-income housing tax credit has increasingly become more competitive in Texas and nation-wide in the past years, we have seen an increasing number of projects that receive the same number of points, and may be located in the same census tracts, which filters the TDHCA tiebreaker down to "proposed [developments sited] the greatest linear distance from the nearest Housing Tax Credit assisted Development that serves the same target population" (Texas Department of Housing and Community Affairs, 2018, p. 33). Since LIHTC developments have historically been clustered in urban areas across the state, this may create challenges for siting affordable housing in urban areas. Consider restructuring the tie-breaker process filter to award preference for projects located in Opportunity Zone (Opportunity Insights and the U.S. Census Bureau, 2018) census tracts.
2. Rule §11.8. *Pre-Application Requirements* requires that developers notify:
“(i) Neighborhood Organizations on record with the state or county as of the beginning of the Application Acceptance Period whose boundaries include the entire proposed development site” (Texas Department of Housing and Community Affairs, 2018, p. 35).

Rule §11.203. *Public Notifications* clarifies that “on record with the state” means on record with the Secretary of State, (Texas Department of Housing and Community Affairs, 2018, p. 86) however the rule does not clarify how neighborhood organizations may be classified as on record with the state’s 254 individual counties. Furthermore, as of June 6, 2018, the Secretary of State’s list of 538 homeowners associations (the SOS’ interpretation of a neighborhood organization) on file were predominantly registered domestic nonprofit corporations – a status which requires a level of sophistication usually found in high-income neighborhoods (Texas Secretary of State, 2018). This may inadvertently result in developers facing greater challenges with neighborhood organizations located in high-opportunity, low-poverty communities across the state.

Therefore, we believe that there is currently not uniform record keeping to track neighborhood organizations on record with the state or counties across Texas. The ambiguity of this rule has created problems for numerous LIHTC applications; consider removing this requirement and points associated with the Quantifiable Community Participation (§2306.6710(b)(1)(J); §2306.6725(a)(2)) since the politics of some neighborhood organizations may be at odds with federal fair housing rules.

3. §11.9. *Competitive HTC Selection Criteria, (e) Criteria promoting the efficient use of limited resources and applicant accountability.*

The voluntary eligible building (\$76.44/sq. ft) and hard (\$98.28/sq. ft.) costs for new construction or reconstruction projects associated with admissibility for the highest available points categories appear contradictory with median per-unit costs for new construction projects in Texas, which the U.S. Government Accountability Office recently

cited to be \$126,000/unit, and places financial partiality in favor towards larger projects in nonurban areas where construction costs are typically lower (U.S. Government Accountability Office, 2018). Additionally, median construction costs of new construction projects in Texas increased by 7% during 2011-2015 (U.S. Government Accountability Office, 2018, p. 14). It doesn't appear that the per square foot cost criteria is aligned with rising construction costs, especially in urban areas.

Applications proposing adaptive reuse or rehabilitation are eligible for the same points (12) for projects with a higher eligible hard cost + acquisition costs cap (\$109.20/sq. ft.), or for projects located in Urban areas that qualify for Opportunity Index points, where the eligible basis is \$141.96/sq. ft for eligible hard and acquisition costs. However, the U.S. GAO report notes that "the median per-unit cost for new construction projects was about \$50,000 higher than for rehabilitation projects" (U.S. Government Accountability Office, 2018, p. 12). From 2011-2015, while new construction costs continued to climb, the median per-unit cost of rehabilitation projects decreased by 5.5% in Texas (U.S. Government Accountability Office, 2018, p. 127).

Therefore, the rule currently does not account for differences in construction costs in urban versus rural areas, nor does it reflect recent construction/rehabilitation cost trends. Consider modifying the rule to account for construction cost differentials between urban and rural areas, rising new construction costs, and differences in project costs for new construction as opposed to rehabilitation projects.

Please let me know if you have additional questions or concerns. We look forward to working alongside you to help shape the 2019 TDHCA QAP.

Sincerely,



Hilary Andersen | Development Director
TWG Development, LLC

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Bibliography

Opportunity Insights and the U.S. Census Bureau. (2018, 12 Oct.). *The Opportunity Atlas*. Retrieved from The Opportunity Atlas: <https://www.opportunityatlas.org/>

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Texas Secretary of State. (2018). *Batch 81679405 Statewide Homeowner Association List*. Austin, TX: Texas Secretary of State.

U.S. Government Accountability Office. (2018). *LOW-INCOME HOUSING TAX CREDIT: Improved Data and Oversight would Strengthen Cost Assessment and Fraud Risk Management*. Washington, D.C.: US GAO.

(14) Paul Moore, Steele Properties



Texas Department of Housing and Community Affairs
Attn: Patrick Russell
P.O. Box 13941
Austin, Texas 78711-3941

Mr. Russell –

Steele Properties, LLC is hereby submitting comments in response to the TDHCA 2019 draft QAP that has been made available to the public. These comments specifically pertain to Subchapter B, 11.101 (B) 3, Rehabilitation Costs. This section states the minimum rehabilitation scope requirements for all applicants, including tax-exempt bond developments that were placed in service more than 20 years ago. For these older properties the minimum rehabilitation required as stated in section C is \$30,000 per unit in building cost and site work, unless the applicant satisfies all of the scope items (clauses i through xxix) listed under section D.

It appears that the intent of the language in section D that was added in this year's (2019) draft QAP is to establish another scope option for 4% tax-exempt bond properties older than 20 years that are in better physical condition, without significant deferred maintenance. These properties could still receive a significant renovation, but would be below the minimum \$30,000 per unit threshold. We agree that another scope requirement option should exist, but believe the conditions to satisfy section D are onerous and impossible to satisfy without exceeding the \$30,000 per unit minimum requirement or sacrificing other important renovation goals.

Steele Properties is very active in TX acquiring and renovating affordable multifamily tax-exempt bond properties. In the past three years alone, we have acquired and renovated six 4% bond and tax credit multifamily properties and all of them are older properties with placed in service dates more than 20 years ago. Thus we, alongside our General Contractor teams, have extensive experience and knowledge of the construction costs necessary to appropriately rehabilitate these types of properties. Due to the number of items listed under section D, in addition to the rapid rise of construction costs (both labor and materials) as well as a result of the newly proposed trade tariffs, there is no way to satisfy this list and stay below the minimum rehab requirement. For example, if we completed all of the items required under section D to a recent project we completed it would increase the renovation from \$42,000 per unit to approximately \$60,000 per unit. This represents an increase of \$1,368,000 and would make the project not viable. Eliminating important and in our opinion necessary project scope items not referenced in the required list is not advisable as it would greatly reduce both the interior and exterior impact of the renovation and not adequately address critical repair items for the long term.

Please see below the complete list of requirements that we believe should be removed from section D and note our comments in red next to each item.

Subchapter B, 11.101 (B) 3 (D), clauses i - xxix

(vi) Remove all popcorn texture on ceilings (unless asbestos encapsulation required); Encapsulation with acrylic paint would be preferred over asbestos removal as otherwise this would be cost prohibitive. According to our construction team in TX the cost to remove asbestos from the ceiling compound would be approx. \$5.50 PSF, whereas the cost to paint would be approx. \$1.25 PSF. Using an 800 SF unit as an average, the cost difference is approximately \$3400. On a property of 100 units that total savings would be \$340,000 that could be spent on additional unit interiors, etc.

(vii) Ensure that all wall texture is in like new condition, consistent texture throughout with no obvious repairs showing; On older properties that we renovate we typically see a significant amount of bad drywall patches so replicating a "like new condition" would be cost prohibitive. Our construction team estimates that the cost to retexture, prime and paint to create a "like-new condition" would add between \$3000 and \$4000 per unit in additional cost. On a 100-unit property to fix all of the drywall issues this could cost up to \$400,000. Also, "like new condition" is subjective and open to interpretation.

(viii) Replace all baseboards and door trim; We typically don't replace baseboards and door trim as this would be cost prohibitive and cause other more important scope items to be reduced. Typically, the wooden base, even in properties built before 1980, is still in very good condition. Our construction team estimates that the cost to replace all baseboards and door trim would be approximately \$1000 per unit or total \$100,000 on a 100-unit property.

(ix) Have new entry and interior paneled doors and door hardware; Interior door replacement typically has been limited on our rehabs because generally there is a percentage of existing doors that are in relatively good condition and do not need replacement. For example, the average multifamily unit has 4 to 6 interior doors, including closets. The cost per door is approximately \$200. Typically, our project scope includes the replacement of older doors with significant maintenance repair needed and that usually averages 2 doors per unit. Thus, having to replace 4 additional interior doors would cost \$800 per unit or \$80,000 on a 100-unit project. Also, it is common for interior doors to be replaced on unit turns so these doors can be relatively new and certainly would not warrant replacement.

(x) New energy-efficient windows (low-e on any windows with afternoon sun exposure) with solar screens; Window replacement is typical and this should not present a problem. However, does this make solar screens required? Solar screens are typically not more than \$20-\$30 per screen or \$120/ unit when buying in bulk (for example, a unit with 4 windows), but the maintenance cost can be significant over time. These screens can easily be broken and need to be repaired or replaced often.

(xii) New or like-new condition guardrails and exterior railings; This is cost prohibitive. When it comes to railings if they are salvageable we repaint over several previous coats. According to our construction team iron railings that are properly maintained and painted periodically are rarely broken or experience enough wear to be replaced. Every property is different with a variety of need for railings depending on

elevation changes, etc. but full replacement of guardrails and railings usually is not the optimal source of funds when considering the many other repair needs of a property.

(xiii) Have new kitchen and bathroom cabinets, counters, and fixtures; This is not advisable because for example some properties have cabinets in good condition and it is more economical to paint rather than replace. For example, the cost to replace both kitchen and bathroom cabinets would be approx. \$4,000 per unit. Typically, there is a 25% savings by painting. Thus, by re-using cabinets that are already in good condition and painting rather than replacing a savings of \$1000 per unit could be expected. This equates to \$100,000 on a 100 - unit property.

(xx) Have new security fencing or fencing brought to like new condition; If 100% fencing would be required this would be very expensive on some projects and be cost prohibitive. According to our construction team fencing is priced on a linear foot basis. A cost of approx. \$60 per linear foot multiplied by a rough average of 2,000 linear feet brings the total amount of fencing cost to \$120,000. Add in gates, low voltage control boxes, paint, etc. and the total amount of perimeter fencing to "new like condition" would be approximately \$200,000.

(xxiv) Attic insulation of at least R38 specification and includes a radiant barrier; Although insulation is not problem the radiant barrier requirement would be an issue on these types of older buildings and would be cost prohibitive to include in scope. In order to add the radiant barrier and appropriate R factor the roof may need to be taken off and replaced. If the roof was relatively new and not in need of replacement this would not be a good use of project budget. According to our construction team the cost to add this radiant barrier (due to the roof replacement) with R38 specification could cost up to \$1,000,000 across a property with 10 buildings.

(xxvii) Fire suppression sprinklers (unless structurally not possible); This requirement would also be incredibly cost prohibitive. Many older properties are grandfathered-in to city code and the existing code does not require a new sprinkler suppression system. Also, insurance carriers do not require the addition of sprinklers. Our construction team estimates that the cost to improve a building with a sprinkler suppression system (using an example of a 10-unit building), including sheet rock repair, tapping into the water main, etc. would cost about \$500k per building. On a property with 10 buildings the cost could reach \$5,000,000.

(xxviii) Exterior lighting that illuminates all parking and walkway areas; and Lighting all walkways may require additional lights and sourcing of power to these locations and would increase the cost on most rehab projects, especially on properties with a large site acreage. Most lighting plans cover parking lots and areas close to buildings. Increasing lighting to include all walkway areas would likely double an average lighting plan budget from \$80,000 to \$160,000.

We appreciate the opportunity to provide comments in regard to this important issue that has been addressed in the TDHCA 2019 draft QAP. In summary, it is important to include an additional minimum rehabilitation scope alternative for 4% transactions in circumstances where an older property is in

relatively good physical condition. However, the current proposed requirement includes clauses that reference construction scope items that may not be critical or should not be a priority over more pressing and necessary repairs. Other clauses are vague or subjective and may cause confusion to the development community. We believe several clauses (vi, vii, viii, ix, xii, xix, xx) referenced in Subchapter B, 11.101 (B) 3 (D) should be removed as they are cost prohibitive to the project and would prevent other vital repair items from being completed. One alternative option that might reduce confusion on this issue, but still meet its desired intent, would be to simply reduce the minimum requirement to \$20,000 in hard and site work cost, as long as a 3rd party PCA provider confirms the repairs that are needed and the property has a minimum REAC score of 85.

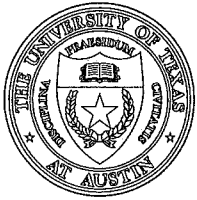
Please let us know if we can provide further feedback or additional examples on this issue.

Best Regards,



Paul Moore
Development Director
Steele Properties, LLC

(15) Lauren Loney, The Entrepreneurship and Community Development Clinic at the University of Texas School of Law



SCHOOL OF LAW
THE UNIVERSITY OF TEXAS AT AUSTIN

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October 11, 2018

Mr. Patrick Russell
Texas Department of Housing and Community Affairs
P.O. Box 13941
Austin, Texas 78711-3941

Re: Comments on Texas' 2018-2019 Qualified Allocation Plan

Dear Mr. Russell,

The Entrepreneurship and Community Development Clinic at the University of Texas School of Law is writing to comment on the Texas Department of Housing and Community Affairs' (TDHCA) Approved Draft of Proposed Qualified Allocation Plan (QAP) at 10 Texas Administrative Code Chapter 11, Subchapter A. We are requesting that the TDHCA take action through the QAP to address the increasing need for the preservation of Low Income Housing Tax Credit (LIHTC) properties in Texas.

At the Clinic, we represent and collaborate with groups across the state that are committed to the ongoing success of the LIHTC program and recognize the need for vastly increased efforts to foster long-term preservation of LIHTC properties. We know that TDHCA shares these concerns and is reviewing the Qualified Allocation Plan (QAP) and other policies to help preserve LIHTC properties. We also recognize and appreciate that Texas has taken great strides in the past to aid preservation efforts, particularly in 2001-2002 when the Texas Legislature and TDHCA began mandating 30 years of affordability for LIHTC properties.

But more policy changes are needed to preserve LIHTC properties, especially in high opportunity neighborhoods where residents have access to resources like good schools, transit, and jobs. Preservation is typically a more cost-effective means of providing affordable housing than new construction. Preservation is also important for reducing the displacement of low-income renters from their communities, which has a destabilizing effect on schools and neighborhoods.¹ We urge TDHCA to address the need for long-term preservation by considering the following changes to the QAP:

1. 11 TAC §11.5(1) Nonprofit Set-Aside

Nonprofit ownership of LIHTC properties is an important component of long-term preservation of affordable housing.² Section 11.5(1), as currently written, does not indicate which type of entities may purchase a LIHTC property allocated tax credits through this set-aside should the initial applicant decide to sell during the Extended Use Period. TDHCA should ensure that, as part of this point selection, LURAS for these properties explicitly require every future owner to be eligible for the Nonprofit Set-Aside.

¹ HUD, "Preserving Affordable Rental Housing: A Snapshot of Growing Need, Current Threats, and Innovative Solutions" (2013), available at <https://www.huduser.gov/portal/periodicals/em/summer13/highlight1.html>.

² Megan J. Ballard, *Profiting from Poverty: The Competition between For-Profit and Nonprofit Developers for Low-Income Housing Tax Credits*, 55 *Hastings L.J.*, 211, 229-243 (2003), available at https://repository.uchastings.edu/cgi/viewcontent.cgi?article=3540&context=hastings_law_journal.

- **Recommendation:** Amend 11 TAC Section 11.5(1) to state that the eligibility requirements for earning a Nonprofit Set-Aside tax credit allocation carry forward to all owners through the expiration of the Extended Use Period.

2. 11 TAC §11.9(e)(5) Extended Affordability

Offering points for only an additional 5 years of affordability beyond the 15-year Extended Use Period is insufficient to promote the long-term preservation of LIHTC properties. It is also far less influential than the long-term preservation incentives that many other states provide in their QAPs. For example, Wyoming and Delaware provide point incentives for applicants who elect to have Extended Use Periods of 55 and 60 years, respectively.³ Twenty-six states either require or incentivize applicants to commit to Extended Use Periods longer than the 35 years that TDHCA offers in the QAP.⁴ The Texas Government Code requires TDHCA to adopt policies that “keep the rents affordable for low income tenants for the longest period that is economically feasible.”⁵ It is clear from the practices in many other states and several LIHTC projects in Texas (such as those receiving funding from the City of Austin, which requires a 40-year affordability term) that 30 years of affordability is not the longest period of affordability that is “economically feasible.” TDHCA’s QAP policies should reflect this.

Additionally, if an applicant earns points in the QAP application process by electing to remain affordable beyond the minimum 15-year Extended Use Period, the applicant (and any subsequent Development Owner) should not be able to escape that commitment through the Qualified Contract process at the end of 30 years in service. The Qualified Contract process is widely understood to be a loophole to long-term affordability commitments and is directly counter to the state’s preservation efforts. The QC process should be explicitly disallowed until the end of a LIHTC owner’s commitment to an extended affordability term (beyond 30 years) in a LURA.

Recommendations:

- We recommend that TDHCA require an Extended Use Period of 55 years as a threshold criteria for a LIHTC application. Alternatively, we recommend that the 2018-2019 QAP offer a greater number of points for applicants who will elect to maintain affordability for an additional 25 years beyond the 15-year Extended Use Period, requiring a total of 55 years of affordability.
- TDHCA should mandate that development owners are not eligible to request go through the QC process prior to the expiration of any Extended Use periods, including extended affordability periods that the applicant committed to through §11.9(e)(5).

3. 11 TAC §11.9(e)(7) Right of First Refusal

The Right of First Refusal is a vital part of most nonprofit organizations’ ability to purchase LIHTC properties for preservation, particularly in competitive markets. There are at least 500 4% properties and many 9% properties in Texas that do not have a Right of First Refusal. There are thousands of vulnerable renters living in properties where the likelihood of a successful preservation deal is minimal. Increasing the number of LIHTC properties with Rights of First Refusal would promote opportunities for preservation purchases across the state.

³ Abernathy, L., National Housing Trust, “LIHTC Compliance After the Compliance Period: Once the Credits are Gone” at p. 16, available at https://www.americanbar.org/content/dam/aba/images/affordable_housing/conferences/2017/annual/an17-tab29-doc1.pdf.

⁴ *Id.*

⁵ Tex. Gov’t Code §2306.185(a).

Recommendation: We recommend making the Right of First Refusal a threshold requirement for all 9% and 4% tax credit applications. Alternatively we recommend that an applicant earn 5 points for electing to include a Right of First Refusal in its LURA.

4. Recommended Changes to the Qualified Contract Process

Texas is losing LIHTC properties at a rapid rate: The state has already lost at least **23 properties through the Qualified Contract (QC) process**—an estimated 5,000 units—and an additional **6 properties are currently in the QC notice period**. Since there has never been a successful QC purchase in Texas, it is safe to assume that, within the next year, Texas will have lost **29 LIHTC properties**—one of the highest LIHTC property losses in the country. In many cases, these properties are being lost in high opportunity areas and areas with acute affordable housing shortages

Nationwide, states have recognized the negative impact that the QC process has on LIHTC properties and are making changes to their QC processes. **Nineteen states** require applicants to waive their right to request a QC, while **24 states** provide incentives for applicants to waive their right to request a QC for some number of years. North Carolina provides a different approach by disqualifying an applicant from tax credit allocations if the applicant has requested a QC in the past.⁶

Recommendations: We recommend that TDHCA add language to the 2018-2019 QAP that either disincentivizes LIHTC owners from requesting a QC (such as in North Carolina) or adds incentives to waive a project's right to go through the QC process until a LIHTC property has been in service for 55 years.

The QAP is an excellent opportunity for TDHCA to implement policies furthering its mandate under the Texas Government Code to maintain long-term affordability of LIHTC properties. If you have any questions about these comments or the ways in which other states are addressing LIHTC preservation issues, please feel free to follow up with Lauren Loney at the Clinic at 573-355-1731 or lauren.loney@utexas.edu.

Thank you for your continued work to address the need for long-term affordability of LIHTC properties in Texas.



Lauren Loney
Texas Access to Justice Foundation
Environmental Justice and Community Development Fellow
University of Texas School of Law

⁶ See e.g., N.C. Housing Finance Agency, “2018 Low-Income Housing Tax Credit Qualified Allocation Plan For the State of North Carolina” at p. 20 (disqualifying an applicant for 2018 tax credit allocations if the applicant has requested a QC in the past). Available at https://www.nchfa.com/sites/default/files/forms_resources/18-QAPFinal.pdf.

(16) Brownstone Affordable Housing; Leslie Holleman & Associates; Evolie Housing Partners; and
Mears Development and Construction

§11.7. Tie Breaker Factors.

(2) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development. ~~(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)~~ that serves the same Target Population and that was awarded less than 15 years ago according to the Department’s property inventory tab of the Site Demographic Characteristics Report. Developments awarded Housing Tax Credits but do not yet have a Land Use Restriction Agreement in place will be considered Housing Tax Credit assisted Developments for purposes of this paragraph according to the property inventory included in the HTC Site Demographic Characteristics Report. The linear measurement will be performed from closest boundary to closest boundary.

We believe the parenthetical “(excluding those Developments under the Control of the same Owner as the Application being considered in the tie)” should be stricken from the tie break language as anticompetitive. This language gives an unfair advantage to Developers with an existing portfolio in a given area (including second phases of existing developments). By way of example, Developer A has two contiguous parcels of land¹ in Somewhere, Texas, and did a tax credit development on parcel 1 in 2014. That development is now stabilized, and Developer A submits a 2019 tax credit application on parcel 2. Developer B also submit an Application in Somewhere Texas, and winds up tied with Developer A. Both Application are located in the same census tract, so the Applications are still tied after tie break factor 1. The way the language reads, the 2014 Development won’t count against Developer A (whose Application is directly adjacent to the 2014 Development), but it will count against Developer B (who is half a mile from the 2014 Development). This is patently uncompetitive and gives a monopolistic advantage to Developers with and existing portfolio in a given area.

§11.9(c)(8) Readiness to proceed in disaster impacted counties

~~(B)~~ The Board cannot and will not waive the deadline and will not consider waiver under its general rule regarding waivers. Failure to close all financing and provide evidence of an executed construction contract by the ~~October~~ November deadline will result in penalty under 10 TAC §11.9(f), as determined solely by the Board. The Board may consider an extension request beyond the five (5) business days contemplated in §11.2(a), related to Competitive HTC Deadlines, for cases of Force Majeure. For purposes of this clause only, Force Majeure will also include the death of a land seller prior to closing.

The Board needs an extension provision to deal with situations which are wholly outside the control of the Developer; we offer the suggested language above. By way of example, a particular 2018 HTC Development was scheduled for its debt and equity closing the week of October 15th. But sadly, one of the owners of the land died unexpectedly a few weeks before that closing could take place. The seller’s will is scheduled to be probated on October 25th. But if the court docket gets pushed back even by a few days, the October 31st deadline could be missed. The Competitive HTC Deadlines Calendar in §11.2(a) allows for a five (5) business day extension, but that would not be enough time if the death had occurred even a week or two later. Furthermore, if the seller did not leave a last will and testament, or if the will was contested, the probate process would take exponentially longer.

¹ The two parcels are recorded under separate deeds, the two were never re-platted as one, and the LURA for the existing HTC deal does not encumber both parcels.

We offer the following recommendations to the Amenities section of the rules.

(5) Common Amenities.

(iii) Health/Fitness / Play

~~(V)~~ Sport Court (Tennis, Basketball or Volleyball [or Soccer field](#)) (2 points);

We recommend including soccer fields, as this is a very popular pastime.

(iv) Design / Landscaping

[\(VII\) a resident-run community garden](#)

We believe this should remain as a Resident Supportive Service, as opposed to a community amenity

(v) Community Resources

[\(IV\) Business center](#)

Why must the printers be laser? An ink-jet printer is far more affordable, and offers high quality results.

[X\) High-speed Wi-Fi \(of 10 Mbps download speed or more...](#)

[XI\) High-speed Wi-Fi of 10 Mbps download speed](#)

How is the speed monitored? WiFi speeds cannot be guaranteed and vary a lot within a room and/or building let alone outdoors.

(6) Unit Requirements

(B) Unit and Development Construction Features.

(i) Unit Features

[\(IX\) High Speed Internet service to all Units](#)

If the owner is providing free High Speed Internet service to all units, this should be worth a lot more than 1 point. This is a per unit operational cost which could range anywhere from \$30 to more than a \$100 depending on the available providers in that area. We recommend a value of 4 points.

(VII) Green Building Features.

There is some missing language here, because the lead-in paragraph says “a Development may qualify for no more than four (4) points total under this subclause” but (-a-), (-b-) and (-c-) don’t have any assigned point values.

(7) Resident Supportive Services.

There is a growing disconnect between the list of supportive services from which owners can choose and the underwriting criteria for operational expenses. The list of services continue to grow in scope, and consequently grow more expensive to provide, despite the fact that the Underwriting criteria excludes the cost of Supportive Services from the operating expenses and from the DCR calculation.

(A) Transportation Supportive Services

- (i) shuttle, at least three days a week...
- (ii) monthly transportation to community/social events

A community van costs about \$60,000, which increases the Total Development budget. Then there is the operational costs associated with owning and maintaining the van: auto insurance (recent quote for \$2,800), annual registration and inspections (estimated at \$100 a year), routine maintenance (estimated at \$300 a year) and gas to run the van (estimated at \$150 a month). This puts the annual operating cost at \$5,000.

(B) Children Supportive Services (quick formatting note – since there is no (ii), there shouldn't be a (i))

This is cost prohibitive, and in all likelihood would require the Development to be licensed by DFPS. Because of the age range required, the children would have to be split into at least 3 different groups, requiring at least 3 different staff members. At \$10/hour, this would add an additional payroll burden of more than \$23,000 annually (hourly wage, plus payroll taxes and workers comp). There would also be a considerable increase to insurance requirements, which we are unable to estimate at this time.

(C) Adult Supportive Services

- (i) 4 hours of weekly, organized, on-site classes...

This, again, adds significantly to operating cost of the development: at \$10/hour this is nearly \$4,800 in additional payroll burden. Furthermore, even if offered, participation is voluntary. Working adults (particularly those who make minimum wage) are going to be hard pressed to make time for these types of classes on a weekly basis. If classes are offered, and no one attends, how will the owner's compliance be impacted?

- (iii) contracted career training and placement partnerships with local worksource offices, culinary programs, or vocational counseling services; also resident training programs that train and hire residents for job opportunities inside the development in areas like leasing, tenant services, maintenance, landscaping, or food and beverage operation (2 points);

How will a resident training program be monitored? If this type of program is set up, how many people would you have to train, to be in compliance? As for hiring people from the training program, this would be difficult because the property would only be able to hire as staff turn-over occurs. This needs to be fleshed out more.

- (iv) external partnerships for provision of weekly substance abuse meetings at the Development Site (1 point);

As a practical matter, the very nature of these types of meetings is to allow for anonymity. Residents aren't likely to attend AA/NA meetings where they live because that anonymity would be pierced. It also means that non-residents would attend these meeting, which create liability issues.

(D) Health Supportive Services

(iv) contracted onsite occupational or physical therapy services for Elderly Developments or Developments where the service is provided for Persons with Disabilities and documentation to that effect can be provided for monitoring purposes (2 points);

This, again, is cost prohibitive. According to the attached article, “the average Medicare allowable for [physical therapy] services is between \$26 and \$30 per weighted procedure, bringing a single PT session to a cost of around \$100.” Given that there is no language in the rule to deal with frequency of the service, this estimate will assume that services are required on at least a monthly basis. At a 100 unit property where only 20% of residents participate, the operating cost of this service would be \$2,000 a month, or \$24,000 annually.

(E) Community Supportive Services

(i) partnership with local law enforcement to provide quarterly on-site social and interactive activities...

We recommend reducing the frequency of this item to no more than bi-annually so as not to over burden local law enforcement. Also, it should include all first responders (fire, EMT), not just law enforcement.

§11.204. Required Documentation for Application Submission.
(6) Experience Requirement.

Because the criteria for an experience certificate in 2014 was exactly the same as the criteria in 2015, there is no reason that a 2014 certificate should no longer count.

§11.302. Underwriting Rules and Guidelines.
(d) Operating Feasibility.
(2) Expenses.
(K) Resident Services.

The underwriting rules prohibit the inclusion of supportive services as an operating expense or in the DCR calculation unless one of the following exceptions apply.

(i) There is a documented financial obligation on behalf of the Owner with a unit of state or local government to provide tenant supportive services at a specified dollar amount...

Practically speaking, this exception really only works for Housing Authority transactions, where the Partnership (a single-asset-entity) can contract back with the Housing Authority to provide the services.

(ii) The Applicant demonstrates a history of providing comparable supportive services and expenses at existing [Affiliated](#) properties within the local area...

(iii) On-site staffing or pro ration of staffing for coordination of services only, not provision of services, can be included as a supportive services expense without permanent lender documentation.

These two exemptions are really no longer applicable because over the last several years, the Resident Services language has prohibited on-site staff from providing the Resident Services.



What's the Cost of Physical Therapy Without Insurance?

SHARE



Physical Rehabilitation • Andrew Stark

Even with insurance, the cost of physical therapy can be steep. What's the cost of physical therapy without insurance, and can you make it more affordable?

With insurance, the out-of-pocket cost of physical therapy or physical rehab depends on the services you receive, the type of therapy required, and what treatments are permitted under your insurance plan. Without insurance, the cost will depend both on the services you require and how willing your physical therapist is to work with you on payment and therapy structure. According to national benchmarks, physical therapists deliver an average of 3.4 weighted procedures during a physical therapy visit. The average Medicare allowable for services is between \$26 and \$30 per weighted procedure, bringing a single PT session to a cost of around \$100. Clinics usually charge more than the amount allowed by the insurance and write off the difference. A cash patient may not benefit from the insurance adjustment, resulting in a higher cost.

Physical Therapy Costs By Procedure

some much more. Before you begin a physical therapy regime, the therapist must perform an evaluation. The evaluation is to assess your injury or condition and let the physical or occupational therapist design a treatment plan for the best results. The charge for an assessment could be \$150 or more. After the assessment, the physical therapist may perform varied sets of procedures for each session. Some procedures are billable by the minute; the charge for gait training could be as high as \$115 for each quarter hour, for example. Other common PT charges that are billed every 15 minutes include electronic stimulation, functional training, manual therapy, and therapeutic exercise. These can all cost between \$75 and \$135 per 15 minutes. Procedures that are usually billed at a flat rate include cervical traction, instructions for using PT devices at home, and supervised exercise. These services usually cost between \$50 and \$150 per procedure.



Negotiating on a Cash Basis

a great physical therapist or clinic willing to work with you on charges, then it doesn't have to be as high as the above section might indicate. The example charges provided are what clinics might charge for services. Insurance companies, such as Medicare, rarely allow the total amount. For an assessment, the PT may charge \$150, but the insurance company might allow between \$75 and \$100, causing the clinic to write off the remaining \$50. As a cash patient, you can negotiate rates with the therapist. Ask for a discount equal to average insurance write offs, and let the company know that you'll pay cash up front so they can save money in the billing process. A service that is charged at \$100 may only cost you \$50 when you pay in cash.

Reducing Costs by Being a Good Patient

You can reduce the total cost of physical rehabilitation by being a good, attentive patient. Physical therapy is definitely an uncomfortable exercise for many, and you could be tempted to skimp on the effort you put in. When you're footing the bill for the session, however, you want to push yourself so that you're getting everything out of the therapy. In some cases, the harder you work, the faster your therapy will be completed, saving you the cost of future sessions. Many therapists will teach patients at-home exercises, which can reduce the number of sessions required each week. Talk to your therapist about your financial situation and lack of insurance and state that you're willing to take responsibility for some of your therapy at home. Ask a trusted friend or family member to help you with home exercise. Instead of paying for four sessions each week, you might only need to pay a professional for one or two sessions. You could drop costs from



Reduce Physical Therapy Costs through Provider Selection

In some areas, community clinics or healthcare learning facilities offer an opportunity for patients with little or no insurance coverage to receive low- or no-cost physical therapy. When a physician orders physical therapy, speak with your hospital caseworker or physician office staff about available services in your area. Colleges may offer supervised training programs where you can receive free PT services. Community clinics often offer fee schedules on a sliding scale, setting rates according to your income or ability to make payment. Hospitals often have caseworkers who can guide you through the process of finding the most affordable physical therapy in your area. By understanding that insurance companies rarely pay the amount charged and working with therapists in your community on a physical therapy regime that works for you, you can reduce the cost of physical therapy to an affordable level, even without insurance.

SHARE



I'm from Portland and write about physical rehabilitation for GuideDoc.com

Message Andrew Stark

guidedoc.com

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16 COMMENTS



Add a comment...

POST



Mary Danato

Feb 23, 2017

I'm looking for a PT for private sessions . Will pay cash for the service
Husband needs PT ON lower portion of body. Legs especially. Please let me
know if u know of someone in the Port Saint Lucie area Florida

❤️ 1 **REPLY**



I have heard complaints of no insurance and poor coverage for a long time now in all areas of the country. We have now opened Eleos Therapy Fitness Center a low cost therapy clinic in Denton TX. Our website is not yet updated from our pediatric home health which we have done for 10 years. Now we are open to the community and making it affordable. All the decisions about therapy are yours. Your participation and compliance can make it very affordable.

 0 **REPLY**



Michele Hall

Jan 24, 2018

I am in Sterling Heights MI. Have had severe shoulder pain for 3 months now. Finally went to doctors and they prescribed physical therapy HOWEVER due to my cheezy insurance it is not covered. Looking for low cost physical therapist as I have to go 2x per week for 4 weeks. HELP I need some relief. Have tried everything to self medicate and nothing is working

 0 **REPLY**



Meme Mee2

Nov 10, 2017

My PT bill was \$287.39 to ride a bike and pull on some rubber-bands for 45 mins. The exercises they gave me where printed up from the internet. Do yourself a favor people and skip the PT. Get on the internet and figure it out yourself. Not to mention the \$353.55 I paid to answer questions for 30 min for the first visit. Absolute crooks...

 0 **REPLY**



Rose Puente

2 hours ago

That kills me that you had that type of physical therapy. Let me guess it was a large physical therapy company. May I recommend you look for a holistic physical therapist. I am so sorry you had such a bad experience. That is why I am looking to start my own holistic PT practice to give people who are in pain, relief and hope for a thriving life.

 0



B P

May 24, 2017

Hi, I am looking for a physiotherapist in Washington DC. Unfortunately I do not have insurance coverage. Herniation from my lower back has been

**B P**

May 24, 2017

Hi, I am looking for a physiotherapist in Washington DC. Unfortunately I do not have insurance coverage. Herniation from my lower back has been putting pressure on my sciatic nerve leading to pain in my right leg.

 0 **REPLY****Erna M. Alminde**

Apr 30, 2017

Hi, I'm looking for a low cost physical therapist. I'm suffering from pain on my right shoulder. I have a frozen shoulder. I have no insurance and cannot afford per session. Please let me know the affordable and cheapest physical therapist. Thanks a lot. From Willingboro, NJ

 0 **REPLY****Tee Love**

Aug 22, 2016

Hi, I'm looking for an in home physical therapist for my mother a stroke survivor in the Reading, Pa area.

 0 **REPLY****Blaq Buttaflii**

Jun 16, 2016

We're in metro Atlanta, but will travel a few miles.

 0 **REPLY****Blaq Buttaflii**

Jun 16, 2016

I'm located in Dacula, looking for a therapist for my mother who's had a stroke. No insurance, looking for a low cost therapist.

 0 **REPLY**[VIEW 3 MORE COMMENTS](#)

(17) New Hope Housing



New Hope Housing

October 12, 2018

Mr. Patrick Russell
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701
patrick.russell@tdhca.state.tx.us
Delivered via email

Dear Patrick:

We are writing to offer additional comment on the 2019 draft Qualified Allocation Plan. New Hope Housing fully supports the public comments made both by the Texas Affiliation of Affordable Housing Providers (TAAHP) and by the Texas Association of Local Housing Finance Agencies (TALHFA). Furthermore, we are appreciative for the changes made to this QAP subsequent to our public comments earlier this year and have enjoyed this spirit of collaboration with Department staff. In particular, we genuinely appreciate the addition of 25 square feet of common area space per unit for Supportive Housing. This makes a substantial impact on project feasibility and offers greater incentive to develop even more service space for our residents. We are thankful the Department responded to the Supportive Housing community's needs in this regard.

As development costs are, once again, on the rise in the wake of the 2017 natural disasters, we feel strongly that the §11.9(e)(2) Cost Per Square Foot numbers should accurately reflect the financial realities developers are facing. We appreciate the recent increase in the QAP, but unfortunately it is not reflective of the actual costs we are seeing in the field. With data from submitted Cost Certifications at the fingertips of Department staff, we respectfully request that staff aggregate and trend out that data to more accurately estimate future construction costs. Going forward, we would appreciate the Department proactively analyzing existing market conditions in this way and modifying the Cost Per Square Foot amounts accordingly.

As always, we appreciate your thoughtful consideration of our comments and look forward to helping serve our state's most vulnerable citizens together with you, our partner.

Sincerely,

Joy Horak-Brown
President & CEO

Emily Abeln
VP, Real Estate Development

CC: Tim Irvine, Brooke Boston, Marni Holloway, Sharon Gamble

(18) Texas Housers, Texas Low Income Housing Information Service



1800 West 6th Street
Austin, Texas 78703

October 12, 2018

Texas Department of Housing and Community Affairs
221 E. 11th St
Austin, Texas 78701

TDHCA Staff & Board,

Texas Low Income Housing Information Service (TxLIHIS) applauds the efforts which the staff of the Texas Department of Housing and Community Affairs (TDHCA) have expended in working with stakeholders to craft the Draft 2019 Qualified Allocation Plan (QAP) and Draft Uniform Multifamily Rules. Overall, we believe that many of the rules and changes contained in these documents will advance this state's obligation to affirmatively further fair housing and to provide quality housing choices to low-income Texans who are dependent on affordable housing programs. However, there are several changes, as well as sentiments among stakeholders, which stand to impede this same obligation and would be a regression from the 2018 QAP.

We submit the follow comments and recommendations on the Draft 2019 Qualified Allocation Plan and Draft Uniform Multifamily Rules. Recommendations are underlined.

§11.1(j) and §11.9(d): Criteria relating to Local Government Support

We applaud the Agency's prompt toward local governments to consider their obligations under, and compliance with fair housing laws. However, under these two sections in which the requirements for local government support are described, we believe it is important to state explicitly the need for local governments to consider not only the adoption of a resolution's consistency with fair housing laws, analyses, and plans, but the lack of adoption or formal consideration by a local governing body of such a resolution, as well.

We recommend that this section be amended to read as follows:

*"In providing a resolution a municipality or county should consult its owns staff and legal counsel as to whether such resolution, **lack of such resolution, or lack of formal consideration by the local governing body of a requested such resolution, will be consistent with Fair Housing laws as they may apply..."***

§11.7: Tie Breaker Factors

We applaud the TDHCA for restoring the use of poverty rate as a primary tie breaker, as well as the thoughtful incorporation of CHAS data as a secondary tiebreaker, and look forward to observing the results of this new strategy.

§11.9(c)(5)(G): Underserved Area criteria related to USDA Developments

This criterion has no clear nexus with how underserved an area may be in the provision of affordable housing. While it is unfortunate that the USDA has provided insufficient resources to adequately maintain the rental developments for which it is responsible, this criterion fails to consider the presence of other affordable housing in the area and therefore properly gauge how underserved an area is. Effectively, this proposed scoring criteria rewards an application simply for being a USDA property that hasn't received any funding for rehabilitation for 30 years. There is already a USDA set-aside in the At-Risk pool and if proponents of this criteria believe that set-aside is insufficient then changes to that should be proposed.

We recommend that this criterion be removed from the final version of the 2019 QAP.

§11.9(d)(6)(D): Related to input received from Community Organizations

This section describes an important consideration and process for how input received from Community Organizations will be reviewed by staff for non-compliance with the Fair Housing Act and the referral of such input to the Texas Workforce Commission. However, because subsection (D) is located under section (6), it relates only to Community Organizations and not to the other entities which can provide input on LIHTC applications. This same consideration and process should apply to all input received from all participating entities listed in the draft QAP under section (d).

We recommend that staff review all input received from all entities listed under section §11.9(d) for compliance with the Fair Housing Act, and refer any input that does not comply to the Texas Workforce Commission. So that the final QAP accurately describes this recommended policy, subsection (D) should be relocated immediately under the section heading for §11.9(d) and act as an introductory section at the beginning of section (d) preceding all descriptions of community support and engagement.

§11.9(d)(7)(A)(iv)(I): Relating to letters received from local officials documenting results of an implemented Community Revitalization Plan

The purpose of the LIHTC program is not simply to build affordable housing, but to provide opportunities to low-income households through the provision of high-quality affordable housing that meets the rigorous criteria found in the QAP. The last sentence in this paragraph, however, would leave one to think otherwise. It states that a letter, worth four points, from a local official that describes improvements in a revitalization area *"...must also discuss how the improvements will lead to an appropriate area for the placement of housing..."*. Housing can be built anywhere with no regard to how that area will serve the needs of, or benefit a family who lives in that housing. It is important that the focus here be on how the improvements in a revitalization area will benefit individuals and families who will live in the proposed housing, and this language should reflect that priority.



We recommend that the last sentence of this paragraph be revised to read: “The letter must also discuss how the improvements will lead to an appropriate area for **individuals and families who would be eligible to live in the proposed development.**”

Subchapter B, §11.101(a)(1): Floodplain

It should be highly discouraged to invest public subsidy, such as LIHTC, into housing that lies within a floodplain. TDHCA has certain requirements stated in this section for a proposed development to mitigate flooding risk in order for that development to be approved. However, this same section exempts rehabilitation developments with existing and ongoing federal funding assistance from HUD or USDA from this requirement. Just because HUD or USDA has made the mistake of subjecting low income families to an unacceptable flood risk doesn't mean TDHCA should perpetuate that mistake. At a minimum, TDHCA should require that the landlords of these properties notify all prospective and current tenants that their housing unit and/or parking area is located in a floodplain and that it is recommended that they get appropriate insurance or take necessary precautions in the event of heavy rain that may lead to flooding.

We recommend that TDHCA not exempt HUD and USDA funded rehabilitation developments from floodplain mitigation requirements listed in this section. Additionally, we recommend that owners of properties located in a floodplain and receive funding from the TDHCA be required to notify all prospective and current tenants that their housing unit and/or parking area is located in a floodplain and that it is recommended that they get appropriate insurance or take necessary precautions in the event of heavy rain that may lead to flooding.

§10.101(a)(2): Undesirable Site Features (USF)

There is an important question to ask when considering changes which would place developments even closer to these feature: *would you want to live next to this?* Those of us who have likely had many housing choices available would answer a resounding ‘no’. There is no reason to think the desires of a low-income household would be any different. The TDHCA should stand resolute on this principle and not choose to defer to weaker regulations from other governments that would undermine the Department’s efforts to protect tenants of TDHCA-subsidized housing.

TDHCA should not defer in whole to state and federal minimum separation regulations in cases where they are less than that of a distance specified under this subsection.

We recommend that: 1) TDHCA not act upon any recommendations to reduce distances specified under subsection (a)(2) and keep them at those currently specified in the 2019 Draft Uniform Multifamily Rules; and 2) TDHCA change the amended language to state that “...the Department will defer to that agency...only if that agency’s minimum separation requirement is greater than that required by the Department.”



§10.101(a)(3): Undesirable Neighborhood Characteristics (UNC)

These criteria and those under USF are the only controls that staff has on what the locational priorities are in awarding non-competitive tax credits and other multifamily programs. Calls to loosen restrictions or remove these entirely disregard the well-documented effects that concentrated poverty, lack of quality education, high crime, and structural blight have on the levels of opportunity afforded to neighborhood residents, as well as their general quality of life.

To the criticisms of using proprietary data from Neighborhood Scout for crime: it is unfortunate that there is not a publicly-available crime data source at the census tract level, but this is the best data available for this purpose and is only one among numerous criteria in the LIHTC program. To not consider crime rates under this section would be a crime in and of itself and there is no good reason to remove its consideration over unproven allegations of inaccuracy or unreliability.

We recommend no changes to this section from its current form in the 2019 Draft except as recommended below regarding school quality.

The passage of HB3574 during the 85th legislative session undermines significant progress the Department has made in promoting higher opportunity housing choices for tenants who rely on TDHCA-subsidized housing. Most of the existing TDHCA multifamily housing inventory is both occupied by a tenant population, and located in neighborhoods, that are predominately non-white. These same areas too often have only low-performing schools available to the children residing in these developments. Including school quality as scoring criteria is not possible in this QAP, however the Department may continue to consider it as a threshold criterion. Recognizing the benefits of school quality consideration in this program, the Department should make this threshold criteria sufficiently demanding so as to not render this threshold requirement meaningless.

Existing threshold criteria under §10.101(a)(3)(B)(iv) requires that the elementary, middle, and high school zoned to the development site simply have a “Met Standard” rating. According to 2017 Texas Education Agency Accountability Ratings data, 87 percent of all Texas public schools have this threshold rating. Among these schools are widely varying Index 1 scores—the criteria formerly employed in scoring by the Department—that call into question the sufficiency of simply requiring a “Met Standard” rating. Prior to the 2018 Draft QAP, the Department used an Index 1 threshold of 77 in awarding points for educational quality, presumably based on the average Index 1 score for all Texas public schools. Among all schools receiving the threshold “Met Standard” rating in 2017 are over 500 schools that have received an Index 1 score of 60 or less, and some with scores as low as the 40s and even one school with a score of 18. This is an enormous drop in educational quality standards in the QAP that is simply not acceptable.

We recommend that the Department include an Index 1 threshold based on the average score by Uniform Service Region in conjunction with the “Met Standard” rating to ensure that children residing in LIHTC developments continue to benefit from access to high quality education. Additionally, we recommend that school-related mitigation requirements under (C) and (D) require improvements to meet this Index 1 threshold.



**TEXAS
HOUSERS**
TEXAS LOW INCOME HOUSING
INFORMATION SERVICE

1800 West 6th Street
Austin, Texas 78703

Thank you for your consideration of our comments and recommendations.

Best Regards,

Charlie Duncan
Research Director
Texas Housers
(512) 477-8910 ext. 510

(19) Nathan Lord, Lord Development

Patrick Russell

From: Nathan Lord [lordnmca@gmail.com]
Sent: Friday, October 12, 2018 4:57 PM
To: HTC Public Comment
Cc: Nathan Lord
Subject: QAP Public Comment

I am a Virginia-based developer in the multi-family tax credit financed arena, meaning not only low income tax credits/bonds, but also historic tax credits. I have recently become interested in several properties in Texas.

The QAP ought to award substantial points for adaptive reuse projects of historic structures. This is smart development: repurposing existing buildings which generally are more attractive than new construction, relying on existing infrastructure rather than having to build onsite infrastructure and connect to community infrastructure, and replacing blight with a useful asset - the alternative to this is tearing down structures and cleaning up the mess or, worse, allowing them to deteriorate and fall down over time, all the while posing a hazard to the community. Furthermore, at current pricing historic tax credits (federal and state) generate roughly 40% of the cost of a project. Historic tax credits are a substantial source of public-private resources which greatly extend the mission of providing affordable housing and therefore stretch TDHCA resources tremendously. The QAP sets forth cost parameters for adaptive reuse (see section 11.9(e)(2)) which suggests that points-worthy cost management is roughly \$110 / sq ft exclusive of acquisition and more than \$140/ sq ft including acquisition. 40% of those figures drop them to \$66 and \$94, which make them less or at least competitive with the cheapest new construction. Yet there are no points provided in Section 11.9(e)(4). Communities love to see their old buildings come back to life.

I respectfully suggest that substantial points be awarded for historic tax credit projects.

Thank you for your consideration.

Nathan McA. Lord
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October 12, 2018

Patrick Russell
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701

RE: Public Comment on the draft 2019 Qualified Application Plan and Uniform Multifamily Rules

Dear Patrick,

We would like to thank the staff and board of TDHCA for all your hard work. We commend the creative problem solving and collaboration by staff to constantly improve the QAP and Rules. The focus of our final comments this year will relate specifically to green building incentives. Some could be easily added to the 2019 QAP and some would benefit from more discussion during the 2020 QAP planning process.

Sincerely,

Walter Moreau
Executive Director
Foundation Communities



a Partner Agency of



United Way for Greater Austin



We are inspired to advocate for stronger incentives within the QAP and Rules to build green. We are concerned that the Rules as they are do not provide enough green scoring. For many years, Foundation Communities has been committed to building and managing our affordable housing sustainably. Our past 9 new construction and rehab projects have received green building certification from LEED, EGC, and/or AEGB. It can be done! And we would like to see the QAP and Rules encourage more sustainable construction and management practices.

2019 Recommendations

We identified two high impact, cost effective, and common sense water conservation strategies that could be easily added to the 2019 Mandatory Amenities criteria for all Housing Tax Credit and Direct Loan Applicants. We urge TDHCA to add WaterSense bathroom fixtures and separately metered irrigation systems to the 2019 Rules. WaterSense bathroom fixtures are now cheaper than standard flow fixtures and will save money on water bills for the owner or tenant. A separately metered irrigation system is critical to identifying leaks and saves money in the long run. These are two amenities to add now that are a win-win for everyone.

We also identified a few tweaks to the Rules that could be easy fixes/improvements this year. Exhaust fans in bathrooms *and* kitchens should be exhausted to the outside, LEDs are superior to CFLs in efficiency, safety, maintenance, and life-time cost, and Energy-star rated refrigerators and ceiling fans should be specified in the Unit Feature criteria to match the Mandatory Amenities criteria.

2020 Recommendations

We would like to see the 2020 QAP and Rules strengthen the incentive to build green through scoring. In previous years, developers were required to achieve a minimum of 2 points from the Green Building Features, which included an option for Limited Green Amenities. In 2016 this language was eliminated. Although I don't recall the reason behind eliminating this language, the result is a watered down incentive to build green. We strongly suggest bringing this concept back to life. We suggested several green amenities in the edits below that are impactful and can be certified by the architect.

We would also like to work with TDHCA to coordinate a small ad-hoc task force of urban and rural developers, environmental advocates, and TDHCA staff to develop some green building recommendations in 2019 for the 2020 QAP and Rules and subsequently dedicate a QAP Roundtable in 2019 towards green building incentives.

See below for suggested edits to the Uniform Multifamily Rules Section 10.101(b) Development Requirements and Restrictions.

(4) Mandatory Development Amenities. (§2306.187) New Construction, Reconstruction or Adaptive Reuse Units must include all of the amenities in subparagraphs (A) - (N) of this paragraph. Rehabilitation (excluding Reconstruction) Developments must provide the amenities in subparagraphs (D) - (N) of this paragraph unless stated otherwise. Supportive Housing Developments are not required to provide the amenities in subparagraph (B), (E), (F), (G), (I), (L), or (M) of this paragraph; however, access must be provided to a comparable amenity in a Common Area. All amenities listed below must be at no charge to the residents. Residents must be provided written notice of the applicable required amenities for the Development. The Board may waive one or more of the requirements of this paragraph for Developments that will include Historic Tax Credits, with evidence that the amenity has not be approved by the Texas Historical Commission.

(A) All Bedrooms, the dining room and living room in Units must be wired with current cabling technology for data and phone;

(B) Laundry connections;

(C) Exhaust/vent fans (vented to the outside) in the bathrooms and kitchens;

(D) Screens on all operable windows;

(E) Disposal and Energy-Star rated dishwasher (not required for USDA; Rehabilitation Developments exempt from dishwasher if one was not originally in the Unit);

(F) Energy-Star rated refrigerator;

(G) Oven/Range;

(H) Blinds or window coverings for all windows;

(I) At least one Energy-Star rated ceiling fan per Unit;

(J) Energy-Star rated lighting in all Units ~~which must include compact fluorescent or LED light bulbs~~;

(K) All areas of the Unit (excluding exterior storage space on an outdoor patio/balcony) must have heating and air-conditioning;

(L) Adequate parking spaces consistent with local code, unless there is no local code, in which case the requirement would be one and a half (1.5) spaces per Unit for non- Elderly Developments and one (1) space per Unit for Elderly Developments. The minimum number of required spaces must be available to the tenants at no cost. If parking requirements under local code rely on car sharing or similar arrangements, the LURA will require the Owner to provide the service at no cost to the tenants throughout its term;

(M) Energy-Star rated windows;

(N) Adequate accessible parking spaces consistent with the requirements of the 2010 ADA Standards with the exceptions listed in "Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities" 79 FR 29671, and if covered by the Fair Housing Act, HUD's Fair Housing Act Design Manual.

(O) EPA WaterSense or equivalent qualified toilets, showerheads, and faucets in all bathrooms

(P) Separately metered irrigation system

(6) Unit Requirements.

(A) Unit Sizes. Developments proposing New Construction or Reconstruction will be required to meet the minimum sizes of Units as provided in clauses (i) - (v) of this subparagraph. These minimum requirements are not associated with any selection criteria. Developments proposing Rehabilitation (excluding Reconstruction) or Supportive Housing Developments will not be subject to the requirements of this subparagraph.

- (i) five hundred (500) square feet for an Efficiency Unit;
- (ii) six hundred (600) square feet for a one Bedroom Unit;
- (iii) eight hundred (800) square feet for a two Bedroom Unit;
- (iv) one thousand (1,000) square feet for a three Bedroom Unit; and
- (v) one thousand, two-hundred (1,200) square feet for a four Bedroom Unit.

(B) Unit and Development Construction Features. Housing Tax Credit Applicants may select amenities for the score of an Application under this section, but must maintain the points associated with those amenities by maintaining the amenity selected or providing substitute amenities with equal or higher point values. Tax-Exempt Bond Developments must include enough amenities to meet a minimum of nine (9) points. Direct Loan Applications not layered with Housing Tax Credits must include enough amenities to meet a minimum of four (4) points. The amenity shall be for every Unit at no extra charge to the tenant. The points selected at Application and corresponding list of amenities will be required to be identified in the LURA, and the points selected at Application must be maintained throughout the Affordability Period. Applications involving scattered site Developments must have a specific amenity located within each Unit to count for points. Rehabilitation Developments will start with a base score of five (5) points and Supportive Housing Developments will start with a base score of five (5) points. At least two (2) of the required threshold points must come from subparagraph (iii) of this paragraph.

(i) Unit Features

- (I) Covered entries (0.5 point);
- (II) Nine foot ceilings in living room and all Bedrooms (at minimum) (1 point);
- (III) Microwave ovens (0.5 point);
- (IV) Self-cleaning or continuous cleaning ovens (0.5 point);
- (V) Energy-Star rated refrigerator with icemaker (0.5 point);

(VI) Storage room or closet, of approximately 9 square feet or greater, separate from and in addition to Bedroom, entryway or linen closets and which does not need to be in the Unit but must be on the Property site (0.5 point);

(VII) Energy-Star qualified laundry equipment (washers and dryers) for each individual Unit; must be front loading washer and dryer in required accessible Units (2 points);

(VIII) Covered patios or covered balconies (0.5 point);

(IX) High Speed Internet service to all Units (can be wired or wireless; required equipment for either must be provided) (1 point);

(X) Built-in (recessed into the wall) shelving unit (0.5 point);

(XI) Recessed LED lighting or LED lighting fixtures in kitchen and living areas (1 point);

(XII) Breakfast Bar (a space, generally between the kitchen and dining area, that includes an area for seating although actual seating such as bar stools does not have to be provided) (0.5 point);

(XIII) Walk-in closet in at least one Bedroom (0.5 point);

(XIV) Energy-Star rated ceiling fans in all Bedrooms (0.5 point);

(XV) 48" upper kitchen cabinets (1 point);

(XVI) Kitchen island (0.5 points);

(XVII) Kitchen pantry with shelving (may include the washer/dryer unit for Rehabilitation Developments only) (0.5 point);

~~(XVIII) EPA WaterSense or equivalent qualified toilets in all bathrooms (0.5 point);~~

~~(XIX) EPA WaterSense or equivalent qualified showerheads and faucets in all bathrooms (0.5 point);~~

(XX) Natural stone or quartz countertops in kitchen and bath (1 point);

(XXI) Double vanity in at least one bathroom (0.5 point);

~~(XXII) Hard floor surfaces in over 50% of unit NRA (0.5 point).~~

(ii) Development Construction Features

(I) Covered parking (may be garages or carports, attached or freestanding) and include at least one covered space per Unit (1.5 points); (II) 15 SEER HVAC (or greater) or for Rehabilitation (excluding Reconstruction) where such systems are not being replaced as part of the scope of work, a radiant barrier in the attic is provided, or in applicable regions of the state, an efficient evaporative cooling system (1.5 points);

(III) Thirty (30) year roof (0.5 point);

(IV) Greater than 30 percent stucco or masonry (includes stone, cultured stone, and brick but excludes cementitious and metal siding) on all building exteriors; the percentage calculation may exclude exterior glass entirely (2 points);

(VI) An Impact Isolation Class (“IIC”) rating of at least 55 and a Sound Transmission Class (“STC”) rating of 60 or higher in all Units, as certified by the architect or engineer of record (3 points)

(iii) Green Building Features. Points under this item are intended to promote energy and water conservation, operational savings and sustainable building practices. Points may be selected from only one of four categories: Limited Green Amenities, Enterprise Green Communities, Leadership in Energy and Environmental Design (LEED), and National Green Building Standard (NAHB) Green. A Development may qualify for no more than four (4) points total under this clause.

(II) Recycling service (includes providing a storage location and service for pick-up) provided throughout the Compliance Period (0.5 points)

(III) A rain water harvesting/collection system and/or locally approved greywater collection system (0.5 point)

(IV) Water-efficient landscape design with plants scoring 7+ on the TAMU Earth-Kind scale for the region where the development is located (0.5 point)

(V) Photovoltaic/Solar Hot Water Ready, consistent with local code requirements or Enterprise Green Communities scoring criteria (0.5 points)

(VI) Provide R-3.8 minimum continuous insulation at the exterior walls in addition to R-13 min. in the wall cavity; or provide R-20 min. insulation in the wall cavity (0.5 points)

(VII) Provide either R-25 min. continuous insulation entirely above the roof deck or R-38 insulation in the attic (0.5 points)

(VIII) FloorScore certified vinyl flooring, Green Label certified carpet, or resilient flooring in 100% of unit NRA (0.5 point).

(IX) Enterprise Green Communities (4 points). The Development must incorporate all mandatory and optional items applicable to the construction type (i.e. New Construction, Rehabilitation, etc.) as provided in the most recent version of the Enterprise Green Communities Criteria found at <http://www.greencommunitiesonline.org>.

(X) LEED (4 points). The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a LEED Certification, regardless of the rating level achieved (i.e. Certified, Silver, Gold or Platinum).

(XI) National Green Building Standard (NAHB Green) (4 points). The Development must incorporate, at a minimum, all of the applicable criteria necessary to obtain a NAHB Green Certification, regardless of the rating level achieved (i.e. Bronze, Silver, Gold, or Emerald).

(21) Churchill Residential, Inc.

Patrick Russell

From: Brad Forslund [bforslund@cri.bz]
Sent: Monday, October 01, 2018 9:08 AM
To: Patrick Russell
Cc: Tony Sisk; Becky Villanueva
Subject: FW: 2019 QAP

Patrick,

Please find our comments below related to the Public Comment Period on the 2019 QAP

We are in support of the recent changes to the draft QAP including the following items we would like to specifically mention:

Paragraph 11.7 Tie Breaker Factors - poverty rate and rent burden as the first step

Paragraph 11.9(d)(7)(A)(IV) Concerted Revitalization Plans –as currently written

Paragraph 11.9(e)(2) Cost of Development per Square Foot increase of 5%

Paragraph 11.9(c)(5)(E)- Underserved -decreasing the population to 100,000

Paragraph 11.9(c)(7) Urban core – as currently written

Third Party Reports

In an effort to save money for applicants that are submitting for the first time or resubmitting an application from the previous year we request the following changes:

Plats- Allow a current recorded plat if it is consistent with the legal description used in the land contract.

Environmental Reports – can be no older than 18 months prior to the first day of the Application Acceptance Period (i.e. January 4, 2018). If the application is submitted to underwriting then a full update would be required at that time.

Thanks

Brad

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