



Request for Proposals

**For Developer Partners to Prepare & Submit
Applications for 9% LIHTCS in the 2016 Round**

THE HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TEXAS (HACB)

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**REQUEST FOR PROPOSALS FOR
DEVELOPER PARTNERS TO PREPARE & SUBMIT
APPLICATIONS FOR 9% LIHTCS IN THE 2016 ROUND
AND DEVELOP PROJECTS RECEIVING ALLOCATIONS
(USING THE HUD RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM)**
HACB RFP 2015-016

1. PURPOSE OF RFP

The Housing Authority of the City of Brownsville (HACB) is seeking one or more Developer Partners to prepare and submit application(s) to the Texas Department of Housing and Community Affairs ("TDHCA") for commitment(s) of 9% low-income housing tax credits ("LIHTCs") for the re-development of the affordable housing projects described herein through the U.S. Department of Housing and Urban Development's RAD Program.

HACB may select one or more Developer Partners to re-develop all or some of the housing projects described herein; and respondents may apply to be the Developer Partner for any or all of the subject projects.

2. INTRODUCTION

A. General

HACB was created in February 1938 by statute. HACB's mission is to provide safe, decent and affordable housing for assisted families at or below 80 percent of median income. HACB has a portfolio composed of 510 Public Housing units, 2,208 HCV which include 45 Mod Rehab units, and 718 tax credit units. Therefore, HACB manages 3,436 affordable housing units.

The Authority is governed by a five member Board of Commissioners appointed by the Mayor of the City of Brownsville. One member represents the residents of the Housing Authority. The Housing Authority Chief Executive Officer reports to the Board of Commissioners. The operations of the Housing Authority are headed by the Chief Executive Officer who manages all daily operations of the Housing Authority.

HACB is seeking responses to a Request for Proposals (RFP) from interested development teams for the creation and implementation of a Development Plan (Plan) to redevelop three of HACB's existing public housing developments under the Rental Assistance Demonstration (RAD) Program. RAD is assisting PHAs to convert public housing properties to properties assisted with long term project-based Section 8 housing assistance in the form of either project-based vouchers or project-based rental assistance.

The HACB projects to be redeveloped are:

<u>Name</u>	<u>Address</u>	<u>Unit Count</u>	<u>Site Information Attached at:</u>
Citrus Gardens Annex <i>18 buildings, constructed in 1987</i>	96 Tangelo St.	36 (31 3-BR units and five 4-BR units)	Exhibit A
Linda Vista <i>29 buildings, constructed in 1982</i>	602 Old Port Isabel Rd.	54 (10 1-BR units, 26 2-BB units, 14 3-BR units, & 4 4-BR units)	Exhibit B
Las Brisas <i>27 buildings, constructed in 1980</i>	2426 Barnard Rd.	54 (2 1-BR units, 28 2-BB units, 20 3-BR units, & 4 4-BR units)	Exhibit C

Each of the Citrus Gardens Annex, Linda Vista, and Las Brisas developments was constructed on a concrete foundation slab with exterior walls of brick veneer and interior walls of textured sheetrock and 2x4 studs. The roofs at Citrus Gardens Annex and Linda Vista are clay tile and the roof at Linda Vista consists of traditional asphalt shingles.

The RAD rents (based on Fiscal Year 2014 Federal Appropriations and assumptions to regarding applicable rent caps) are expected to be as follows:

Citrus Gardens Annex

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
31	3	\$803	\$146	\$949
5	4	\$892	\$161	\$1,053

Please note that this rent schedule includes the 2015 OCAF adjustments that the PHA is eligible for, and will be confirmed during the Financing Plan review.

Linda Vista and Las Brisas

Existing PDC Development Number: TY007010105				
Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
12	1	\$360	\$86	\$446
54	2	\$450	\$97	\$547
101	3	\$588	\$125	\$713
31	4	\$654	\$137	\$791

Please note that this rent schedule includes the 2015 OCAF adjustments that the PHA is eligible for, and will be confirmed during the Financing Plan review.

HACB intends for the Citrus Annex and Linda Vista developments to be demolished and reconstructed in their current locations. However, Las Brisas will be re-developed on a new site. Las Brisas may be re-developed on the HACB-owned property more particularly described on attached Exhibit D, or a site selected by the Developer Partner.

HACB is soliciting one or more Developer Partners with strong experience in affordable housing and mixed-income redevelopment projects in urban settings. The selected Developer Partner(s) will be responsible for assisting HACB with predevelopment and development activities including, but not limited to, planning and design, securing financing, obtaining all necessary permits and approvals, directing construction and providing property management for the respective development program. HACB intends to negotiate a Development Agreement that will govern each development program. HACB intends to be an active co-developer of these properties and is seeking a developer party comfortable with the Housing Authority playing a major role in the development process.

B. Background

HACB owns and manages a variety of affordable housing units, and administers Section 8 Housing Assistance Vouchers, along with a myriad of supportive service programs for its residents. HACB dedicates itself to creating and sustaining healthy communities that promote individual responsibility, economic growth, human dignity and hope for the future. HACB is a public agency whose business is to: ensure that safe, quality affordable housing opportunities exist for families of low income; break the poverty cycle by serving as a catalyst for residents to become economically self-sufficient; create meaningful partnerships to maximize available community resources; and efficiently and effectively meet federal, state and local mandates. HACB pursues entrepreneurial opportunities to address emerging trends and respond to the challenges of the future. HACB is committed to enhancing the stock and availability of quality affordable low-income housing in the Brownsville area.

C. Redevelopment Strategy

HACB has submitted a Rental Assistance Demonstration (RAD) conversion application to the U.S. Department of Housing and Urban Development (HUD) for the 144 public housing units at the Citrus Garden Annex, Linda Vista, and Las Brisas developments. HUD developed the RAD program to help preserve public and assisted housing stocks. Through a competitive process this program allows public housing properties to convert assistance to a long-term Section 8 rental assistance contract. This process allows the public housing authority to access private debt and equity to address immediate and long-term capital needs for the converted project. For additional information on HUD's RAD program reference HUD Notice PIH-2012-32 (HA), REV-1.

The Developer Partner will assist HACB in implementing its RAD conversion plan and in securing private sector financing including Low Income Housing Tax Credits (LIHTCs), mortgage funding and/or other financing options for the redevelopment of its public housing portfolio. [HACB has Public Housing Capital Funds and Operating Reserves that will be available to support financing gaps for the various phases of the project as determined by HACB.]

HACB was awarded a Commitment to Enter into a Housing Assistance Payment (CHAP) through HUD's RAD program, the Developer Partner(s) selected under this RFP will assist HACB in meeting all required CHAP milestones (as applicable to the project for which a particular Developer Partner is selected), including closing the respective RAD conversion within the time frame required.

3. PROJECT SCOPE (WORK TO BE PERFORMED)

A. General Overview

It is the intention of the Housing Authority of the City of Brownsville (HACB) to demolish the Linda Vista and Citrus Annex public housing developments and to redevelop new complexes at the same sites.

For the Las Brisas public housing development, the HACB intends to demolish the site and not redevelop there. The HACB would prefer to redevelop at the HACB owned vacant land described in Exhibit D, however the HACB would be open to redeveloping at another location if proposed by the developer.

Therefore, the project scope is the submission of a development proposal(s) that will include the submission of a pre-application of a 9% LIHTC application. A developer can submit a proposal for one and/or all three developments. The best proposal received for each development will be selected by the evaluating team designated by HACB, in doing so, it is possible for the HACB to enter into contract with three different developers.

To meet the TDHCA Pre-Application Final Delivery Date of January 8, 2016, interested parties must submit development proposals to redevelop a) one property, b) a combination of properties or c) all three properties listed above by the submittal deadline of December 1, 2015.

The HACB will approve the selection of Developer(s) on December 7, 2015, authorizing the CEO to enter into a Memorandum of Understanding with the firm(s) to proceed with the project(s).

It is strongly encouraged for developers to demonstrate how their proposed LIHTC application(s) would score with TDHCA and to provide supportive documentation for such assertions.

The Developer Partner(s) selected under this RFP will be an integral partner in the effort to assist HACB in developing high quality, energy efficient, and sustainable housing for Brownsville families. The Developer Partner(s) will be required to work closely with HACB and its legal and financial consultants and other community stakeholders throughout the development effort. Developer Partner will be expected to work with all partners in a team approach to this redevelopment.

The Developer Partner(s) must have significant, successful LIHTC application and development experience in Texas, with favorable consideration given to a development team in which member firms or individuals have extensive successful LIHTC application and development experience in the Brownsville area. The ability to coordinate such an undertaking must be clear from the qualifications submitted. Once selected, the successful respondent will make a good faith effort to enter quickly into a development agreement with HACB to develop the project. A Memorandum of Understanding (MOU) will be negotiated to enable the selected Developer Partner to complete all necessary pre-development activities.

It is envisioned that some of the Properties will be redeveloped as mixed-income developments, and any mixed-income development will include deeply subsidized units covered under a long-term Section 8 HAP contract through the RAD conversion, as well as additional affordable units renting to households at 60% AMI and below, and potentially Market Rate units. HACB recognizes that its development plans depend on a number of outside funding sources and financing, such as investor equity, LIHTCs, and mortgage financing. Additionally, HACB's development plans depend on HUD's initial and continued approval of our RAD conversion application. As such, working with HACB, the successful respondent(s) will be required to prepare financing plans that are financially feasible in order to implement the RAD conversion plan, meet the goals of HACB, and result in approval by HUD, as applicable.

B. Development Plan

The Developer Partner(s) shall be responsible for assisting in the development of an implementation financing plan (Plan) to redevelop the property(ies) in accordance with the RAD conversion plan, and that will achieve a high quality, energy efficient, sustainable housing product for Brownsville families. The Plan shall include site plans, the overall project budget including all proposed sources and uses of funds, conceptual design plans and a detailed development schedule. The Developer Partner will assist HACB with all predevelopment activities associated with the development project, including obtaining any required third party reports.

C. Developer Role

For each project being converted to RAD, HACB anticipates the Developer Partner's role to be as follows:

Ownership Structure and Land Control. It is expected that the Developer Partner together with HACB will form a limited partnership for the purpose of owning each project being converted. A for profit subsidiary of a non-profit affiliate of HACB will serve as the sole general partner and shall have primary responsibility for the management of the partnership. Title to the land for the project shall remain with HACB, and HACB will enter into a long-term ground lease with the partnership as tenant. This ownership structure is expected to generate a 100% ad valorem tax exemption for the project.

Market Analysis and Appraisal. A detailed market study shall be required to determine the overall feasibility of the conceptual plan of the development project. The selected Developer Partner will also be responsible for any additional market analysis and appraisals to develop and obtain financing for the development project.

Financing. The Developer Partner will assist HACB in arranging for private equity and debt financing to leverage funds available for the development and to secure all financial commitments necessary for successful completion of the project (hard and soft costs). The Developer Partner shall assist in obtaining private financing and public financing in a timely and cost effective manner including preparation of all necessary financing applications. HACB shall have the right to review and approve the financing arrangements and the terms and conditions of any loan documents. The Developer Partner must also work with HACB in the preparation of documents necessary to provide all evidentiary material, financial guarantees, and assurances as required, including documents necessary for HUD's RAD program. HACB may provide Public Housing Capital Funds and Operating Reserves based upon the approved development plan and development proposal.

The Developer Partner will be responsible for the preparation of applications to obtain LIHTC allocations in the at-risk set aside from TDHCA in accordance with the 2016 Qualified Allocation Plan (QAP) and Uniform Multifamily Rules as adopted by the Governing Board of TDHCA on November 12, 2015. The Developer Partner will provide the experience certificate needed to meet the threshold requirement under the QAP and Uniform Multifamily Rules. The Developer Partner will also be responsible for soliciting a minimum of three (3) LIHTC syndicators to bid on LIHTCs received for this development project. HACB shall have the right to approve the identity of the LIHTC investor(s) selected and the terms of the letter of intent.

HACB intends that each project will be financed with 9% tax credits and accordingly respondents to this RFP must provide the following in their responses:

- An assessment by the respondent of how it expects the subject project's application for 9% tax credits will score; and
- Proposed financing and an operating pro forma for the subject project (including the RAD rents provided herein).

It is critical that the Developer Partner be able to access all funding sources described herein and be able to demonstrate prior success and current ability to obtain such financing.

Design/Approvals/Construction. The selected respondent will be responsible for the development of design and construction documents. The selected Developer Partner will be expected to utilize design principles that are compatible with the neighborhood and community surrounding its properties. [As part of HACB's RAD application, we committed to follow the National Green Building Standard (NGBS), and LEED Silver standards.] Determinations about the scope of the construction, and components and materials to utilize in the construction must be made with these standards in mind. The design of the project shall be subject to HACB's review, comment and approval. The Developer Partner will also be responsible for obtaining permits and any required approvals.

The Developer Partner must have as members of the team an architect and a general contractor, both licensed in the State of Texas, which may be affiliates, employees or subcontractors of the Developer Partner. The identified architect will be responsible for certification of all documents related to design and construction. In order to secure an exemption from state sales tax for the acquisition of building materials, HACB (or a HACB affiliate) shall serve as the general contractor and will enter into a master subcontract. An affiliate of the Developer Partner may serve as the master subcontractor. The master subcontractor will construct, or procure construction, of all units of housing identified in the development plan or subsequent revisions agreed upon by HACB. HACB shall have the right to review and approve any construction contract relating to the project. The Developer Partner will oversee construction, ensure completion in a timely and cost effective manner and ensure that all required occupancy permits and other necessary approvals are obtained after construction completion for occupancy and operation of the project.

The contractors will be required to pay Davis Bacon Wage Rates (DBWR) and to submit any/all required documentation in compliance with DBWR. This requires that wages be paid at a rate not less than wage rates for corresponding classes of employees on construction of similar character in the locality in which the work is performed as determined by the Secretary of Labor.

The construction contract shall set forth either a fixed price or a guaranteed maximum price, must be pre-approved by HACB and shall provide for assignment to HACB in the event of termination of the relationship with the Developer Partner.

Resident/Local Employment and Contracting. The Developer Partner will be required to develop and implement a Section 3 Program which requires contracting with Section 3 business entities, and that contractor(s) working on the site provide economic opportunities for low income residents in Brownsville. A comprehensive Section 3 employment program shall be developed and implemented as well as other policy objectives aimed at improving the economic circumstances of individuals, households and companies in Brownsville. The Developer Partner shall be responsible for the preparation and submittal of Section 3 HUD reporting requirements to HACB.

Guarantees. The Developer Partner will be expected to provide guarantees of construction completion and stabilization required by investors and lenders. An affiliate of HACB will provide

any long term compliance guarantees. It is anticipated that the Developer will exit the transactions after stabilization.

Marketing Plan. The Developer Partner if required by HACB must develop an effective lease-up strategy to obtain initial occupancy and to maintain ongoing high occupancy of additional units (i.e. market rate units, LIHTC units).

Development Agreement. Once selected, the successful respondent will make a good faith effort to quickly enter into a development agreement with HACB for the development of its properties. An MOU will be negotiated as needed to enable the selected Developer Partner to complete all necessary pre-development activities. This agreement will cover all pre-development activities undertaken by the Developer Partner.

The Developer Partner will be required to submit a detailed development plan as part of their proposal. This detailed plan shall serve as the basis for negotiating the final Development Agreement with the Developer Partner.

The Development Agreement will provide the detailed requirements, responsibilities and obligations of both parties including, but not limited to, financing, design, plans, specifications, construction and schedule. In addition it will also provide details regarding funding commitments from HACB, the proposed ownership interest and land control.

All fees and costs to be negotiated under the Development Agreement must comply with the Cost Control and Safe Harbor Standards issued by the U. S. Department of Housing and Urban Development (HUD). The negotiated development fee shall be a firm, fixed fee inclusive of all direct and indirect costs of the Developer Partner.

D. HACB Role

For each project being converted to RAD, HACB anticipates its role to be as follows:

Land Owner. Title to the land for its properties will remain with HACB. It is HACB's intent to enter into a long-term ground lease with the partnership of the new development. This ownership structure is expected to generate a 100% ad valorem tax exemption for the project.

Financing. HACB will participate in financial structuring decisions related to the Plan from an owner's perspective, including reviewing and approving the financing arrangements and the terms and conditions of any loan documents. HACB may provide Public Housing Capital Funds and Operating Reserves based upon the approved development plan and development proposal.

Design/Approvals/Construction. HACB will participate in the design and development decisions from an owner's perspective. In order to secure an exemption from state sales tax for the acquisition of building materials, HACB (or a HACB affiliate) shall serve as the general contractor and enter into a master subcontract. HACB shall have the right to review and approve any construction contract relating to the project.

Monitor Resident/Local Employment and Contracting. HACB will monitor the Developer Partner's compliance with their Section 3 Program that includes providing employment opportunities for low income residents in Brownsville and contracting with Section 3 business entities.

HUD Contact. HACB will manage and take responsibility for all communication with HUD, and the preparation and submission of program documents and evidentiaries and obtain all HUD approvals. However, to the extent such documents or evidentiaries are within the particular knowledge or responsibility of the Developer Partner, HACB will expect the Developer Partner to prepare or assist in preparing such documents and evidentiaries as HACB may direct.

Performance Oversight. The provision of funds requires that HACB establish performance measures that will be concretized through the various project documents. HACB will review performance on these measures.

Property Management. HACB or its designee shall have the right to manage the project on a day-to-day basis, subject to entering into a management agreement with the Partnership on terms and conditions customary in the industry and acceptable to the lenders and the limited partners. This shall include development of operational policies and procedures, marketing and lease-up of rental units, and the provision of all day-to-day management and maintenance services as required.

4. Submission Requirements

A. Method of Solicitation

HACB is requesting proposals to redevelop its Public Housing Portfolio. It is the intent of HACB to select a Development Plan for each of the three identified properties and enter into negotiations with the selected Developer Partner. HACB plans to follow the schedule provided below in the processing of this RFP. It should be noted that the dates listed are estimated and may be changed based on the needs of HACB. Changes in dates will be issued via an addendum to this solicitation.

DEVELOPER(S) SELECTION SCHEDULE	ESTIMATED DATE
Availability of RFP Package	Sunday, November 15, 2015
Deadline for Submission of Questions to HACB	Thursday, November 19, 2015
Issuance of Response to Questions (Addendum)	Monday, November 23, 2015
Proposal Due Date and Time	Tuesday, December 1, 2015 2:00 PM Local Time
Recommendations to HACB Board of Commissioners	Monday, December 7, 2015

B. Content of Submission

The Respondents proposal(s) shall include the following information. Response must not exceed 30 pages.

1. A description of the proposed development plan(s) and nature of development experience

A. Proposal

Your proposed development plan(s) must include a description/explanation of the expected application points per scoring criteria as outlined in the TDHCA 2016 Qualified Allocation Plan (QAP) and Uniform Multifamily Rules as adopted by the Governing Board of TDHCA, Exhibit E. Please indicate how your proposed development plan(s) will maximize the potential points for said scoring criteria.

B. Experience

A listing of all development projects over the past five years with the following information: name and location of development; number of residential units; total project development costs, total project construction costs, type of housing, financing methods and funding sources; date project commenced and date completed, name; and address, email and telephone number of the client/owner. This section must document an acceptable experience and success rate with regard to affordable housing development in Texas, and the Brownsville area in particular.

2. A description of the respondent's knowledge of real estate financing methods.

The respondent will describe his/her past use of funding tools such as the RAD program, LIHTCs, FHA insured mortgages, HOME funds, Housing Trust Funds, development funds, Replacement Housing Factor (RHF) funds, and private mortgages. He/she shall include identification of all successful financing secured from competitive application processes for residential development projects over the past five (5) years within the State of Texas, and particularly within Brownsville. In addition, the respondent must include evidence of his/her knowledge of the RAD program.

3. Proposed Fee Structure.

Due to the substantial role HACB will play in the transaction and the limitation of risk provided by RAD project-based vouchers or rental assistance, HACB does not envision a typical fee sharing agreement of the Developer Fee. HACB is interested in a Developer Partner who will provide a Developer Fee more fitting with the limited risk profile of the transaction.

Respondents shall submit a proposed fee structure expressed as a flat fee or as a percentage of development costs or construction costs, as appropriate, including a proposed split of the developer fee with HACB, based upon HACB's role as set out in Section 3(D) above. The proposed fee should include the amount and timing of payment of developer fee and overhead.

4. Names, roles and resumes of key personnel who will constitute the Development Team

The respondent will include the proposed architect, engineer, master subcontractor, and construction manager. This section shall include, but not be limited to, an organizational chart identifying identity of interest corporations that will participate in these projects and the address of the principal office of each entity of the team.

5. Five (5) corporate references

These references shall include at least one banking reference, and two current or recent client references for development projects the respondent has successfully completed within the past five (5) years.

6. Certifications

The respondent must certify that he/she is able to meet all of the following: TDHCA's requirements for an LIHTC Developer pursuant to the final 2016 QAP and Uniform Multifamily Rules; §42 of the Internal Revenue Code; Texas Government Code, Chapter 2306; and applicable governing regulations of Housing and Urban Development (HUD) and the City of Brownsville. The respondent must also certify that he/she does not have an associated Material Noncompliance score that would cause ineligibility under TDHCA's QAP and Uniform Multifamily Rules. For the purposes of this RFP, respondent must submit these certifications via the form attached as Exhibit 1. This is not included in the page limitation.

7. Direction for Submission

The respondent's submission shall be submitted with tabbed numbers for each of the five (5) sections identified above. All materials shall be submitted in an 8.5" x 11" format with no smaller than an 11 point standard font. Respondent shall submit one (1) original (marked "Original") and five (5) copies (marked "Copy") of the proposal. **The submission shall be sent to HACB by 2:00 p.m., local time, Tuesday, December 1, 2015**, without exception, at the following address, to be deemed responsive and eligible for consideration:

Housing Authority of the City of Brownsville (HACB)
Attention: Ms. Carla Y. Mancha
Chief Executive Officer
P.O. Box 4420
Brownsville, TX 78523-4420

Questions pertaining to procurement/HACB's procurement requirements should be directed to Carla Mancha, Chief Executive Officer at **CMancha@hacb.us**. All requests for interpretation or technical questions concerning the content of this RFP must be submitted in writing to the attention of Ms. Mancha, no later than **Thursday, November 19, 2015**. Questions may be emailed to **CMancha@hacb.us** and must reference the RFP Number and Title. Questions and responses will be posted on HACB's web site at **www.HACB.us** on or about Monday, November 23, 2015.

To assure that the respondent's response arrives at the proper place on time and to prevent opening by unauthorized individuals, the original and all copies of the proposals must be submitted in a sealed envelope. The outside of the envelope must state:

Request for Proposals HACB RFP 2015-016
Developer Services
Company name and address
Due date

Faxed or electronic submissions of the Request for Proposals will not be accepted. Once received by HACB, submissions will not be returned.

5. SELECTION PROCESS

A. Determination of Responsiveness

HACB staff will conduct an initial review to establish responsiveness. Responsiveness will be confirmed through determining if the respondent has met all mandatory requirements outlined in this RFP, and submitted all required Statements of Qualifications (SOQs). Any submission not in compliance with the mandatory requirements or SOQs will be deemed "non-responsive".

B. Evaluation Criteria

The SOQs will be evaluated through consideration of several factors. The Evaluation Committee will review all documents in the submissions and award points in accordance with the following criteria:

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|--|------------------|
| <u>Technical Competence and Approach</u> | 45 Points |
| <ul style="list-style-type: none">• It is expected for the developer to state how he/she expects their LIHTC application(s) to score in accordance with TDHCA's 2016 Qualified Allocation Plan (QAP) and Uniform Multifamily Rules as adopted by the Governing Board of TDHCA on November 12, 2015 application guidelines. The proposal must include a description/explanation of the expected application points per scoring criteria. Please see attached TDHCA 2016 Qualified Allocation Plan (QAP) and Uniform Multifamily Rules as adopted by the Governing Board of TDHCA on November 12, 2015 application guidelines, Exhibit E.• Demonstrated understanding of the real estate development process and quality performance in the development of rental and/or ownership of affordable housing• Level of previous successful development experience in the Brownsville affordable housing market, including mixed-use developments, and working with community stakeholders during the redevelopment process• Experience in building in accordance with the National Green Building Standard (NGBS), and LEED Silver Standards• Degree of previous successful experience with the Texas Department of Housing and Community Affairs• Degree of previous successful experience with HUD regulations concerning public housing and project based Section 8, and mixed finance developments• Capability and experience of the members of the Development Team; determination of availability of all required skills necessary for the development process | |

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|---|------------------|
| <u>Financial Capacity and Access to Funding</u> | 15 Points |
| <ul style="list-style-type: none">• Financial stability of the Development Team as demonstrated through prior success in obtaining funding for development projects.• Demonstrated record of financing projects through a variety of funding sources and knowledge and experience working with the funding providers identified in this Request. Successful syndication of LIHTCs and Tax Exempt Bond financing. | |

<u>Developer Fee Structure</u>	40 Points
<ul style="list-style-type: none"> • The reasonableness of the proposed fee and timing of payment for the developer will be evaluated. The proposal provided for a split of the developer fee with HACB will be considered. 	

TOTAL	100 POINTS
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C. Selection

An evaluation committee appointed by HACB's CEO will score each proposal in accordance with the stated criteria. Based upon scoring and in HACB's sole discretion, HACB may elect to interview one or more of the highest scoring Development Teams. If conducted, the interviews will be held either in-person or via telephone.

Site Visits – HACB reserves the right to conduct site visits of the respondents. The purpose of the site visits will be to confirm information provided in the proposal package. The site visit will not be scored independently from the stated evaluation factors, but such factors may be adjusted if the evaluation committee determines that information previously provided is not consistent with information or observations gathered during the site visit.

Final Recommendation - The recommended Developer Partner(s) will be selected based on the highest total score for all evaluation factors combining the individual scores of each member of the evaluation committee. The evaluation committee will provide the final recommendations and scores to the Board of Commissioners who will be responsible for final approval of the Developer Partner.

6. General Information

A. Conflict of Interest

The respondent warrants that to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of the work under this solicitation and the firm's organizational, financial, and contractual or other interests are such that:

1. The respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.

The respondent agrees that if, after award, he/she discovers an organizational conflict of interest with respect to this solicitation, he/she shall make an immediate and full disclosure in writing to HACB that shall include a description of the action which the respondent has taken, or intends to take, to eliminate or neutralize the conflict. HACB may, however, disqualify the

respondent or, if a contract has been entered into with the respondent, terminate said contract at its sole discretion.

In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to HACB, HACB may disqualify the respondent.

The provisions of this section shall be included in all subcontracts or other agreements wherein the work to be performed is similar to the service provided by the respondent. The respondent shall include in such subcontracts and other such agreements any necessary provisions to eliminate or neutralize conflicts of interest.

No member of the Board of Commissioners shall be allowed to share any part of the contract awarded under this solicitation or to any benefit that may arise from the contract. This provision shall be construed to extend to any contract made with the successful respondent.

No member, officer or employee of HACB or its subsidiaries, no member of the governing body, and no other public official of such locality who exercise any functions or responsibilities with respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation.

No member, officer or employee of the respondent selected to perform the services described above shall, during the term of their contract or for one year thereafter, have any interest, direct or indirect, in any contract that they are responsible for procuring, managing or overseeing or in the proceeds of any such contract.

HACB reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this section.

B. Cost of Proposal

All costs incurred, directly or indirectly, in response to this RFP shall be the sole responsibility of and shall be borne by the respondent.

C. Awards

Contracts shall be awarded in accordance with the terms and conditions of this RFP. HACB reserves the right to negotiate and award any element of this RFP, to reject any or all SOQs or to waive any minor irregularities or technicalities in SOQs received.

D. Proposal Tabulations/Notification

After the award is made, a list of respondents will be furnished upon written request only and will not be provided by telephone. A self addressed stamped envelope must be included with the written request. Each unsuccessful respondent will be notified in writing promptly upon award. The notice shall identify the successful respondent.

E. Form of Purchase

The acceptance of the respondent's offer for the services specified herein will be made by issuance of a duly authorized contract prepared by HACB. Such contract shall consist of the Development Agreement and/or other form of agreement between HACB and the Developer Partner. Respondents are cautioned to make no assumptions or accept any representations by any employee, member, officer or representative of HACB concerning the award until an agreement is executed.

F. Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful respondent to immediately notify HACB in writing specifying the regulation which requires alteration. HACB reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to HACB.

G. Nonconformance to Conditions/Specifications/Scope of Services

Services will be inspected for compliance with specifications. Services not conforming to specifications will not be accepted. Services not provided in accordance with the Scope of Services may result in the firm being found in default. In the event of default all procurement costs may be charged against the Developer Partner.

H. Assignment or Transfer

The successful respondent shall not assign or transfer any interest in the contract, in whole or in part, without written approval of HACB. Claims for sums of money due, or to become due, from HACB pursuant to the contract may be assigned to a bank, trust company or other financial institution. HACB is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the Developer Partner obtaining HACB's prior written consent.

I. Availability of Records

The Comptroller General of the United States, HUD, HACB and any duly authorized representative of each shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices, papers and the like, of the Developer Partner, or in the possession of the Developer Partner, which shall relate to, or concern the performance of the contract.

J. Patents – Licenses and Royalties

The successful respondent shall indemnify and hold harmless HACB and its employees from liability of any kind including costs and expenses for or on account of any copyrighted, patented

or not patented invention, process or article manufactured or used in the performance of the contract including its use by HACB. If the Developer Partner uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood that the royalties or other costs arising from the use of such design, device or materials involved in the work will be incorporated into the overall total development costs. Further, all residual right to Patents, Licenses and Royalties shall revert to HACB at the end of the Agreement.

K. Permits and Licenses

The successful respondent shall obtain all permits and licenses that are required for performing their work. The Developer Partner shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The Developer Partner will hold HACB harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the Developer Partner.

L. Taxes

The successful respondent is responsible for all state and federal payroll and/or social security taxes. The Developer Partner shall hold HACB harmless in every respect against tax liability.

M. Advertising

In submitting an SOQ, the respondent and its consultants agree not to use the results as a part of any commercial advertising.

N. Insurance

The successful respondent shall maintain a policy of professional liability insurance in the amount of at least \$2,000,000.

- 1. Workers' Compensation** in accordance with the State of Texas rules and regulations.
- 2. General Liability insurance** with a single limit for bodily injury of \$1,000,000 per occurrence and property damage limit of no less than \$1,000,000 per occurrence. The insurance may have a combined aggregate of coverage amounting to no less than \$1,000,000. Such insurance shall protect respondent against claims of bodily injury or death and property damage of others. If respondent has a "claim made policy," then the following additional requirements apply: The policy must provide a "retroactive date" which must be on or before the execution date of the Agreement and the extended reporting period may not be less than five years following the completion date of the Agreement.
- 3. Automotive liability** on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than \$1,000,000 per occurrence.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of Texas. Respondent shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty (30) day's prior written notice has been given to HACB.

O. Proof of Liability Insurance

The successful respondent shall furnish to HACB a certified copy of the policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the duration of the contract and for at least one year thereafter.

P. Standards of Conduct

The successful respondent shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty and integrity. It shall be responsible for taking disciplinary action against any of its employees as may be necessary.

Q. Supervision

The successful respondent shall provide adequate competent supervision at all times during the performance of the agreement. The Developer Partner or their designated representative(s) shall be readily available to meet with HACB personnel. The successful respondent shall provide the telephone numbers where its representative(s) can be reached.

R. Performance Evaluation Meeting

The selected respondent shall be readily available to meet with representatives of HACB weekly during the first month of the contract and as often as necessary thereafter. At these meetings a mutual effort will be made to resolve any and all performance problems.

S. Federal, State, and Local Reporting Compliance

The Developer Partner shall provide such financial and programmatic information as required by HACB to comply with all Federal, State and local law reporting requirements.

T. Nondiscrimination

The Developer Partner agrees that they will abide by Federal, State and local laws including City ordinances incorporated by reference herein.

U. Section 3 Clause

Every applicant, recipient, contracting party, contractor and subcontractor shall incorporate or cause to be incorporated a "Section 3 Clause" in all contracts for work in connection with a Section 3 covered development.

V. Project Personnel

Except as formally approved by HACB, the key personnel identified in the accepted SOQ(s) shall be the individuals who will actually complete the work at the stated levels of effort. The Developer Partner must submit in writing to HACB any changes in staffing and receive approval prior to making those changes.

W. Payment

To the extent required and pursuant to the schedule of deliverables in accordance with the final Development Agreement negotiated by the parties, HACB shall make periodic payments for services provided as required under its agreement with the Developer Partner.

X. Notices

All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the Developer Partner at their legal business address as given in the contract. Written notices to HACB shall be addressed as provided in the contract.

Y. Cancellation

HACB reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its documentation that such cancellation or rejection is in the best interest of HACB. HACB further reserves the right to waive any minor informalities or the failure of any Responder to comply therewith if it is in the public interest to do so. No contractual right shall arise out of the process of negotiation until such time as HACB and the selected firm have signed an agreement.

Z. Laws

The laws of the State of Texas and applicable federal law shall govern the contract.

AA. Contract Documents

Written contract documents will be prepared by HACB. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular RFP.

BB. Travel

All travel and miscellaneous expenses will be borne by the respondent.

CC. Contract Award

The Developer Partner's contract as described in this document shall be subject to the approval of HACB Board of Commissioners and HUD if required.

7. Exhibits

Exhibit 1- Required Certifications- is included as part of this solicitation.
Exhibit A-Aerial Map & Site Plan (Citrus Gardens Annex Development)
Exhibit B-Aerial Map & Site Plan (Las Brisas Development)
Exhibit C-Aerial Map & Site Plan (Linda Vista Development)
Exhibit D-Aerial Map for HACB Vacant Land at Boca Chica.
Exhibit E-Housing Tax Credit Program Qualified Allocation Plan

Exhibit 1 -- Certifications

Respondent hereby represents, warrants, agrees, acknowledges and certifies to HACB that (respondent must initial and sign below, accordingly):

- No person or firm on the proposed Development Team outlined in this Statement of Qualifications (SOQ) is ineligible to participate in the Texas Department of Housing and Community Affairs (TDHCA) Multifamily Programs, pursuant to their final 2016 Qualified Allocation Plan (QAP) and Uniform Multifamily Rules as adopted by the Governing Board of TDHCA on November 12, 2015; §42 of the Internal Revenue Code; Texas Government Code, Chapter 2306; and applicable governing regulations of the U.S. Department of Housing and Urban Development (HUD) and the City of Brownsville.
- No person or firm on the proposed Development Team outlined in this SOQ has been identified by TDHCA as being in Material Noncompliance, in accordance with TDHCA's Uniform Multifamily Rules, or has repeatedly violated a Land Use Restriction Agreement (LURA).

The individual whose initials are subscribed above, and whose name is subscribed hereto, in his or her individual capacity, expressly represents, warrants, and certifies that the information contained in this certification and in this response, including any and all supplements, additions, clarifications, or other materials or information submitted to HACB in connection therewith are true and correct and the Applicant has undergone sufficient investigation to affirm the validity of the statements made. Further, the Applicant hereby expressly represents, warrants, and certifies that the individual whose name is subscribed hereto has read and understands all the regulations referenced in this form, including the final 2016 QAP, Uniform Multifamily Rules, §42 of the Internal Revenue Code, Texas Government Code, Chapter 2306 and applicable governing regulations of HUD and the City of Brownsville. By signing this document, the undersigned, in their individual capacity, is affirming under penalty of local, state or federal laws regarding the making of false statements to governmental bodies or the false statements or the providing of false information in connection with the procurement of allocations or awards that the all materials relating thereto are true, correct, and complete in all material respects.

By: _____

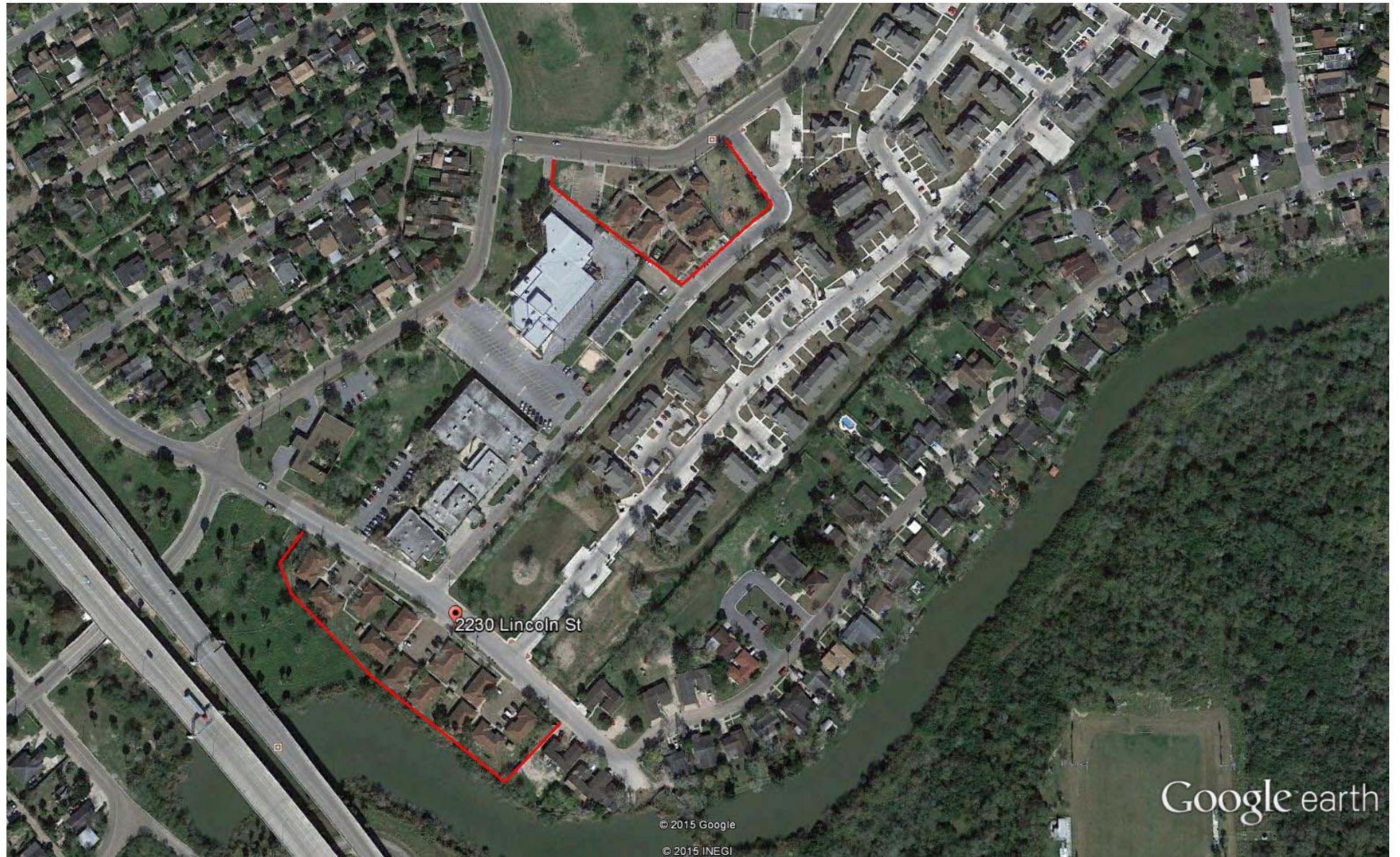
Signature

Printed Name

Date

On behalf of: _____

(list organization responding to RFP that the individual is signing on behalf of)



Google earth

feet
meters

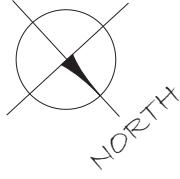
© 2015 Google
© 2015 INEGI

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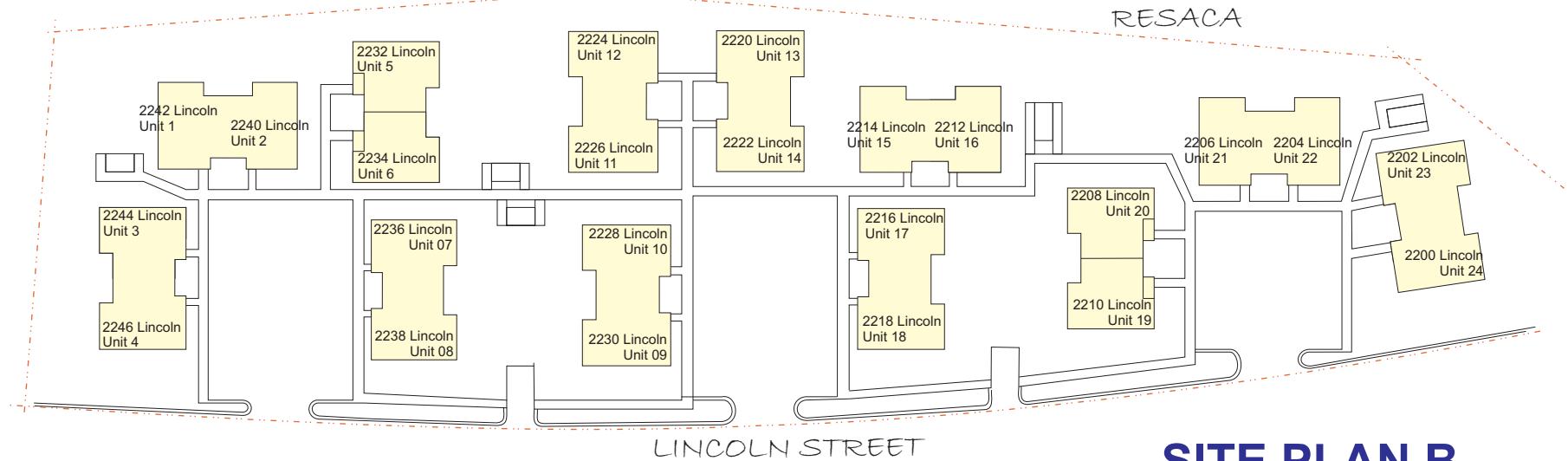
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**EXHIBIT A- CITRUS ANNEX DEVELOPMENT
SECTION 1 ON LINCOLN STREET
SECTION 2 ON ORANGE, TANGELO & GRAPEFRUIT STREETS
BROWNSVILLE, TX 78520**



BHA II CITRUS GARDENS ANNEX



SITE PLAN B

SCALE 1" = 60'

3 BDR
4 BDR



Handicap Units Location



SITE PLAN A

SCALE 1" = 60'

CITRUS GARDENS ANNEX

Brownsville Texas

TX59-P007-011
36 FAMILY UNITS IN DUPLEX
DWELLING UNIT DEVELOPMENT
CITRUS GARDENS ANNEX SUBDIVISION
BROWNSVILLE, TEXAS

APPROVED

7-11 CITRUS GARDENS ANNEX SITE PLAN

Brownsville Texas

CHECKED

Capital Fund

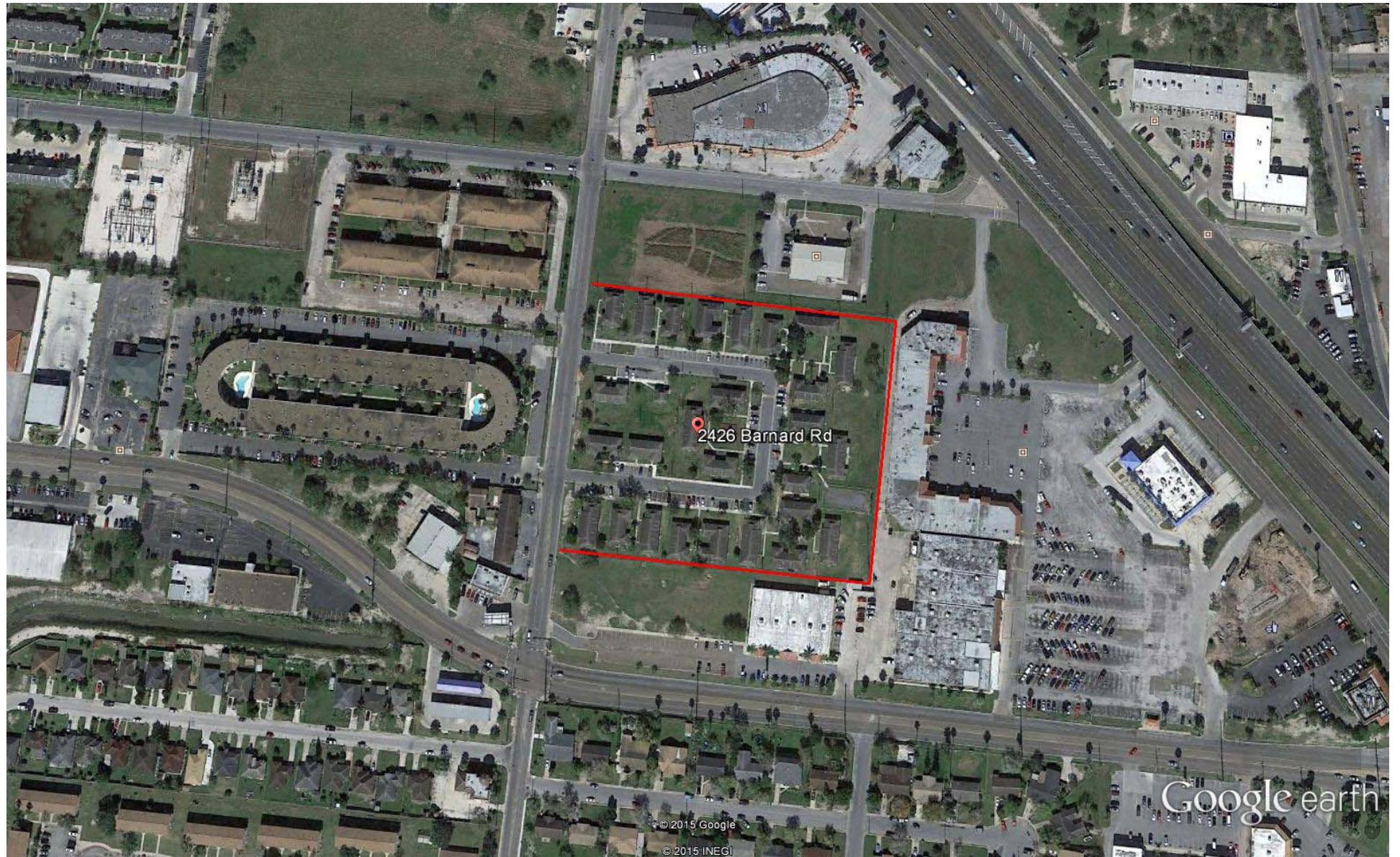
SCALE

Sheet 1

DRAWN BY JR

DATE: 03/17/09

REVIEWED: 02/26/15



Google earth

feet
meters

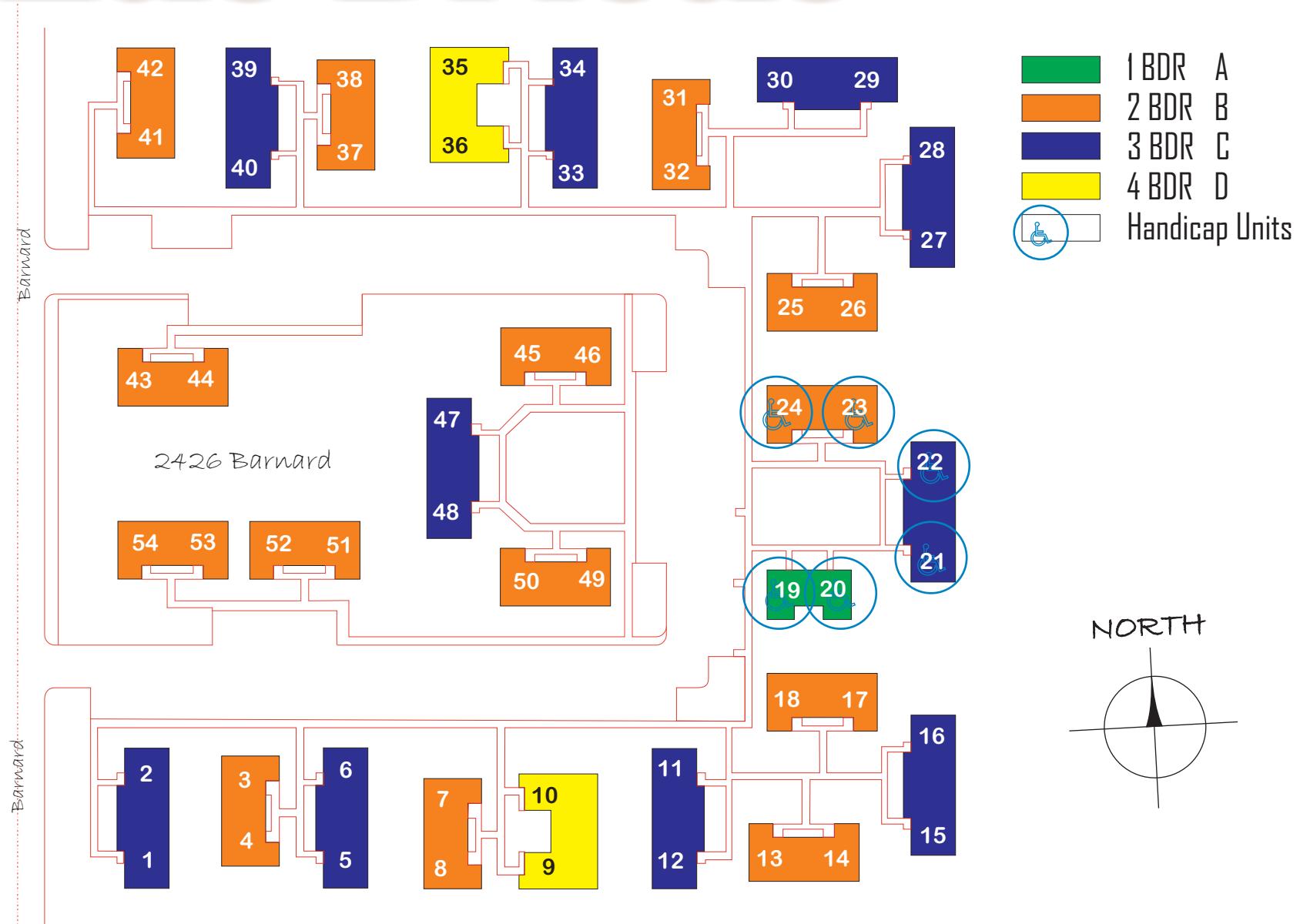
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**EXHIBIT B - LAS BRISAS DEVELOPMENT
2426 BARNARD BROWNSVILLE, TX 78520**

Las Brisas



Housing Authority of the City of Brownsville Texas
TX007-P008 Las Brisas Development was constructed in 1981 and consists of 54 units: 4 four bedrooms, 20 three bedrooms, 28 two bedrooms and 2 one bedroom units. They are Duplex with brick veneer finish.
Revised: JR
Modernization Units Completed at April 30, 2006.
Brownsville Texas
7-8 LAS BRISAS
CHECKED
SHEET
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DATE:



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feet
meters

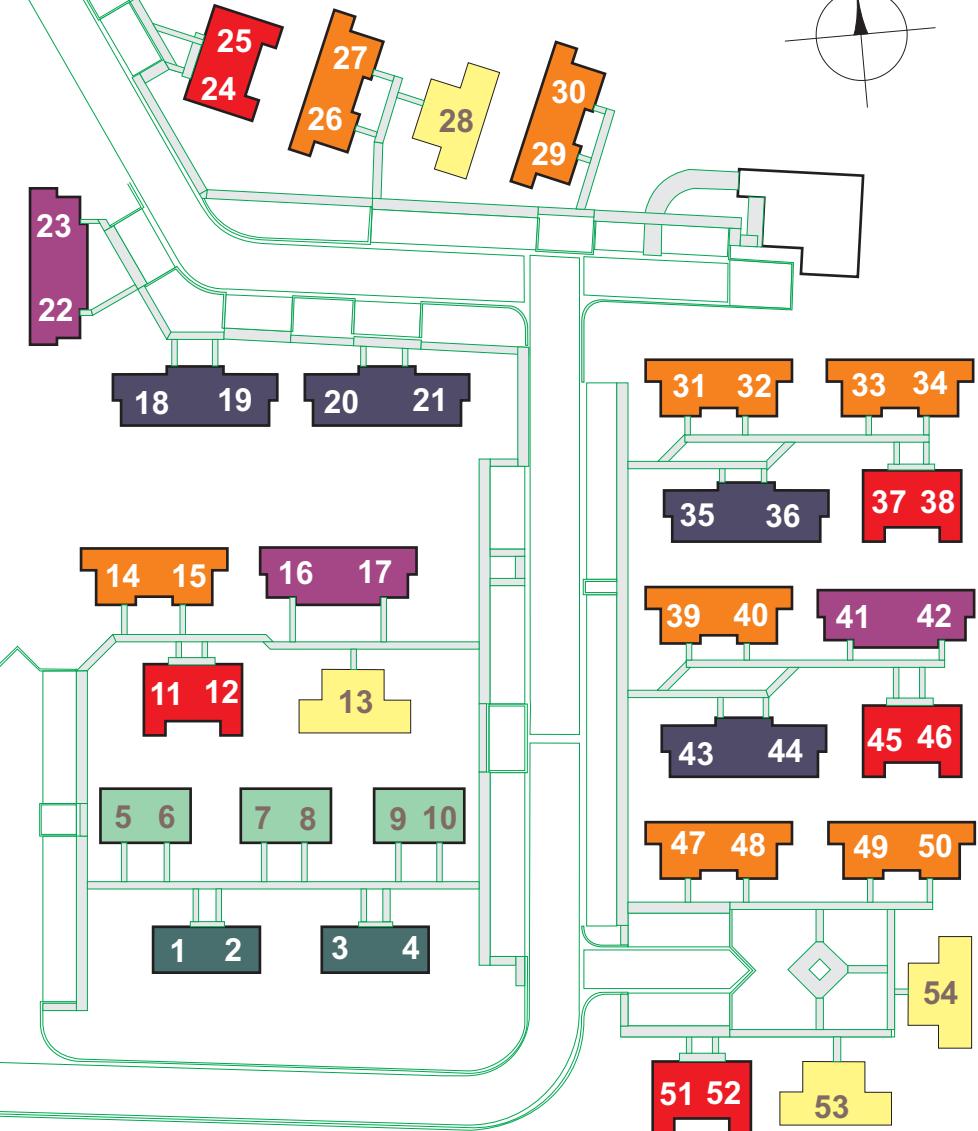
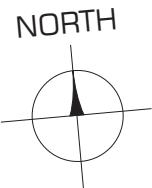
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**EXHIBIT C - LINDA VISTA DEVELOPMENT
601 OLD PORT ISABEL RD BROWNSVILLE, TX 78521**

BHA-LINDA VISTA DEVELOPMENT



MODERNIZATION
Housing Authority of the City
of Brownsville Texas

Brownsville Texas

CHECKED

Capital Fund

J.R. 04-04-09

SHEET

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DATE:



Google earth

feet
meters

2000

700



**EXHIBIT D - VACANT LAND AT BOCA CHICA - Approximately 24.93 acres
LOCATED BETWEEN BOCA CHICA BLVD AND MCDAVITT STREET BROWNSVILLE, TX 78520**

EXHIBIT E

Housing Tax Credit Program Qualified Allocation Plan

§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 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 Texas Government 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 Uniform Multifamily Rules), or otherwise incorporated by reference herein collectively constitute the QAP required by Texas Government Code, §2306.67022.

(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, frequently asked questions, 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. 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.

(c) Competitive Nature of Program. Applying for competitive housing tax credits is a technical process that must be followed completely. As a result of the highly competitive nature of applying for 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 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. Staff, when accepting Applications, may conduct limited reviews at the time of intake as a courtesy only. If staff misses an issue in such a limited review, the fact that the Application was accepted by staff or that the issue was not identified does not operate to waive the requirement or validate the completeness, readability, or any other aspect of the Application.

(d) Definitions. The capitalized terms or phrases used herein are defined in §10.3 of this title (relating to Definitions), unless the context clearly indicates otherwise. Any capitalized terms that are defined in Texas Government Code, Chapter 2306, §42 of the Code, or other Department rules have, when capitalized, the meanings ascribed to them therein. Defined terms when not capitalized, are to be read in context and construed according to common usage.

(e) Census Data. Where this chapter requires the use of census or American Community Survey data, the Department shall use the most current data available as of October 1, 2015, unless specifically otherwise provided in federal or state law or in the rules. The availability of more current data shall generally be disregarded.

(f) Deadlines. Where a specific date or deadline is identified in this chapter, the information or documentation subject to the deadline must be submitted 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.

§11.2. Program Calendar for Competitive Housing Tax Credits.

Non-statutory deadlines specifically listed in the Program Calendar may be extended by the Executive Director 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 Executive Director that there is good cause for the extension. Except as provided for under 10 TAC §1.1 relating to reasonable accommodations, extensions relating to Administrative Deficiency deadlines may only be extended if documentation needed to resolve the item is needed from a Third Party.

Deadline	Documentation Required
01/04/2016	Application Acceptance Period Begins.
01/08/2016	Pre-Application Final Delivery Date (including waiver requests).
03/01/2016	<p>Full Application Delivery Date (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>

Deadline	Documentation Required
04/01/2016	Market Analysis Delivery Date pursuant to §10.205 of this title.
Mid-May	Final Scoring Notices Issued for Majority of Applications Considered "Competitive."
June	Release of Eligible Applications for Consideration for Award in July.
July	Final Awards.
Mid-August	Commitments are Issued.
11/01/2016	Carryover Documentation Delivery Date.
07/03/2017	10 Percent Test Documentation Delivery Date.
12/31/2018	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).

§11.3.Housing De-Concentration Factors.

(a) Two Mile Same Year Rule (Competitive HTC Only). As required by Texas Government 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.

(b) Twice the State Average Per Capita. As provided for in Texas Government 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 Round begins (or for Tax-Exempt Bond Developments at the time the Certificate of Reservation is issued by the Texas Bond Review Board), 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 Texas Government 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 of this chapter (relating to Program Calendar for Competitive Housing Tax Credits) or Resolutions Delivery Date in §10.4 of this title (relating to Program Dates), as applicable.

(c) One Mile Three Year Rule. (§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 of this chapter or Resolutions Delivery Date in §10.4 of this title, 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.

(d) 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 and the Development is in a Place that has a population greater than 100,000 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. The resolution must be submitted by the Full Application Delivery Date as identified in §11.2 of this chapter or Resolutions Delivery Date in §10.4 of this title, as applicable.

(e) Additional Phase. Applications proposing an additional phase of an existing tax credit Development serving the same Target Population, or Applications proposing Developments that are adjacent to an existing tax credit Development serving the same Target Population, or Applications that are proposing a Development serving the same Target Population on a contiguous site to another Application awarded in the same program year, 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 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.

§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, 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. 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 Development Consultant or Developer that do not exceed 10 percent of the Developer Fee (or 20 percent for Qualified Nonprofit Developments and other Developments in which an entity that is exempt from federal income taxes owns at least 50% of the General Partner) to be paid or \$150,000, whichever is greater.

(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 sub-region 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. 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 §42 of the Code. 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. 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. For Tax-Exempt Bond Developments, as a general rule, 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. For New Construction or Adaptive Reuse Developments located in a QCT with 20 percent or greater Housing Tax Credit Units per total households, the Development is eligible for the boost if 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. 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 of this chapter or Resolutions Delivery Date in §10.4 of this title, 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.

(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, an SADDA 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. Applicants must submit a copy of the SADDA map that clearly shows the proposed Development is located within the boundaries of a SADDA.

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

(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
- (E) the Development is not an Elderly Development and is not located in a QCT that is in an area covered by a concerted revitalization plan. 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.

§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(3) of this chapter (related to Pre-Application Participation).

(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 §42(h)(5) of the Code and Texas Government Code, §2306.6729 and §2306.6706(b). Qualified Nonprofit Organizations must have the controlling interest in the Development Owner applying for this set-aside (*e.g.*, 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 sub-region unless the Application is receiving USDA Section 514 funding. Commitments of Competitive Housing Tax Credits 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. Applications must also meet all requirements of Texas Government Code, §2306.111(d-2).

(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 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 must meet all the requirements of Texas Government Code, §2306.6702(a)(5). For purposes of this subparagraph, any stipulation to maintain affordability in the contract granting the subsidy, 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) may be eligible if the HUD-insured or HUD-held mortgage is eligible for prepayment without penalty. To the extent that an Application is eligible under §2306.6705(a)(5)(B)(ii)(b) and the units being reconstructed were demolished prior to the beginning of the Application Acceptance Period, the Application will be categorized as New Construction.

(C) An Application for a Development that includes the demolition of the existing Units which have received the financial benefit described in Texas Government 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, 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 to the Development Site (i.e. the site proposed in the tax credit Application) prior to the tax credit Commitment deadline;
- (ii) the Applicant seeking tax credits must propose the same number of restricted units (e.g. the Applicant may add market rate units); and
- (iii) the new Development Site must qualify for points on the Opportunity Index under §11.9(c)(4) of this chapter (relating to Competitive HTC Selection Criteria).

(D) Developments must be at risk of losing affordability from the financial benefits available to the Development and must retain or renew the existing financial benefits and affordability unless regulatory barriers necessitate elimination of a portion of that benefit for the Development. For Developments qualifying under §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))

(E) Nearing expiration on a requirement to maintain affordability includes Developments eligible to request a Qualified Contract under §42 of the Code. Evidence must be provided in the form of a copy of the recorded LURA, the first years' 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.

(F) 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 ("sub-region") Housing Tax Credits in an amount consistent with the Regional Allocation Formula developed in compliance with Texas Government Code, §2306.1115. The process of awarding the funds made available within each sub-region 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 regional allocation together with other policies and purposes set out in Texas Government Code, Chapter 2306 and the Department shall provide Applicants 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 sub-region 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 by selecting the Development(s) that most effectively satisfy the Department's goals in meeting set-aside and regional allocation goals. 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 to ensure to the fullest extent feasible that available resources are allocated by December 31.

(2) Credits Returned and National Pool Allocated After January 1. For any credits returned after January 1 and eligible for reallocation, the Department shall first return the credits to the sub-region 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 sub-region and be awarded in the collapse process to an Application in another region, sub-region 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 and awarded to the next Application on the waiting list for the state collapse.

(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 At-Risk 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 sub-regions to award under the remaining steps, but these funds would generally come from the statewide collapse;

(C) Initial Application Selection in Each Sub-Region (Step 3). The highest scoring Applications within each of the 26 sub-regions will then be selected provided there are sufficient funds within the sub-region 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 sub-regions. In Urban 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. This includes any Applications awarded under subparagraph (B) of this paragraph. The Department will, for each such Urban subregion, calculate the maximum percentage in accordance with Texas Government Code, §2306.6711(h). These calculations will be published by the Department in the Site Demographics Characteristics Report (§2306.6711(h)).

(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 sub-region") 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 sub-region as compared to the sub-region'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 sub-region 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 sub-region:

- (i) the sub-region with no recommended At-Risk Applications from the same Application Round; and
- (ii) the sub-region 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 sub-region in the State, will be combined into one "pool." The funds will be used to award the highest scoring Application (not selected in a prior step) in the most underserved sub-region in the State compared to the amount originally made available in each sub-region. In urban 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. This includes any Applications awarded under subparagraph (B) of this paragraph. The Department will, for each such Urban subregion, calculate the maximum percentage in accordance with Texas Government Code, §2306.6711(h). These calculations will be published by the Department in the Site Demographics Characteristics Report (§2306.6711(h)). This process will continue until the funds remaining are insufficient to award the next highest scoring Application in the next most underserved sub-region. In the event that more than one sub-region is underserved by the same percentage, the priorities described in clauses (i) and (ii) of this subparagraph will be used to select the next most underserved sub-region:

- (i) the sub-region with no recommended At-Risk Applications from the same Application Round; and
- (ii) the sub-region 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 sub-region 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 Application to award. For example, if credits are returned, those credits will first be made available in the set-aside or sub-region 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 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. (§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 shall not be subject to the requirements of paragraph (2) of this section. Requests to separately allocate

returned credit 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 after the start of construction and 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; 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, 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;
- (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; and
- (H) The Development Owner submits a signed written request for a new Carryover Agreement concurrently with the voluntary return of the HTCs.

§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. The tie breaker factors are not intended to specifically address a tie between equally underserved sub-regions in the rural or statewide collapse.

- (1) Applications scoring higher on the Opportunity Index under §11.9(c)(4) of this chapter (relating to Competitive HTC Selection Criteria) as compared to another Application with the same score.
- (2) Applications proposed to be located in a census tract with the lowest poverty rate as compared to another Application with the same score.
- (3) For competing Applications for Developments that will serve the general population, the Application with the highest average rating for the elementary, middle, and high school designated for attendance by the Development Site, or (for “choice” districts) the closest.
- (4) Applications proposed to be located the greatest linear distance from the nearest Housing Tax Credit assisted Development. 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. 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, sub-regions and set-asides. Based on an understanding of the potential competition they can make a more informed decision 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, with all required information and exhibits provided pursuant to the Multifamily Programs Procedures Manual.

(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 §10.901 of this title (relating to Fee Schedule), not later than the Pre-application Final Delivery Date as identified in §11.2 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.

(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 an Application, pre-applications are subject to the same limitations, restrictions, or causes for disqualification or termination as a full Application, 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.

(b) Pre-Application Threshold Criteria. Pursuant to Texas Government 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 §10.204(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;
- (G) Expected score for each of the scoring items identified in the pre-application materials; and
- (H) Proposed name of ownership entity.

(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. (§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 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 city are required to notify both city 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 required in the Pre-application Notification Template provided in the pre-application. The Applicant is encouraged to retain proof of delivery in the event the Department requires 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. 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.

- (i) Neighborhood Organizations on record with the state or county as of the beginning of the Application Acceptance Period whose boundaries include the 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) – (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, townhomes, high-rise etc.); and
 - (VI) the approximate total number of Units and approximate total number of low-income Units.
- (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 exclusively a Target Population unless such targeting or preference is in full compliance with all applicable state and federal laws, including state and federal fair housing laws.

(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 Texas Government Code, Chapter 2306, §42 of the Code, and other criteria established in a manner consistent with Chapter 2306 and §42 of the Code. 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.

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. When providing a pre-application, Application 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 be subject to change, including, but not limited to, changes in the amenities ultimately selected and provided.

(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 (8 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 (7 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 §10.101(b)(6)(B) of this title (relating to Site and Development Requirements and Restrictions) 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 three (3) 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 up to two (2) points under subparagraphs (A) and (B) of this paragraph.

(A) The ownership structure contains a HUB certified by the Texas Comptroller of Public Accounts by the Full Application Delivery Date, or 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 80 percent and no less than 5 percent for any category. For example, a HUB or Qualified Nonprofit Organization may have 20 percent ownership interest, 30 percent of the developer fee, and 30 percent of cash flow from operations. 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. 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). (1 point)

(B) Previous Participation Compliance History. The portfolio of the Applicant does not have compliance history of a category 2, 3, or 4 as determined in accordance with 10TAC §1.301, related to Previous Participation. (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) or (B) of this paragraph.

(A) For any Development located within a non-Rural Area of the Dallas, Fort Worth, Houston, San Antonio, or Austin MSAs:

- (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:

- (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).

(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 or for Developments participating in the City of Houston's Permanent Supportive Housing ("HPSH") program. A Development participating in the HPSH program and electing points under this subparagraph must have applied for HPSH funds by the Full Application Delivery Date, must have a commitment of HPSH funds by Commitment, must qualify for five (5) or seven (7) points under paragraph (4) of this subsection (relating to the Opportunity Index), and must not have more than 18 percent of the total Units restricted for Persons with Special Needs as defined under paragraph (7) of this subsection (relating to Tenant Populations with Special Housing Needs) (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) Tenant Services. (§2306.6710(b)(1)(G) and §2306.6725(a)(1)) A Supportive Housing Development proposed by a Qualified Nonprofit or Developments participating in the HPSH program may qualify to receive up to eleven (11) points and all other Developments may receive up to ten (10) points. A Development participating in the HPSH program and electing eleven (11) points under this paragraph must have applied for HPSH funds by the Full Application Delivery Date, must have a commitment of HPSH funds by Commitment, must qualify for five (5) or seven (7) points under paragraph (4) of this subsection, and must not have more than 18 percent of the total Units restricted for Persons with Special Needs as defined under paragraph (7) of this subsection. By electing points, the Applicant certifies that the Development will provide a combination of supportive services, which are listed in §10.101(b)(7) of this title, appropriate for the proposed tenants 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 tenants 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.

(4) Opportunity Index. The Department may refer to locations qualifying for points under this scoring item as high opportunity areas in some materials.

(A) For Developments located in an Urban Area, if the proposed Development Site is located within a census tract that has a poverty rate below 15 percent for Individuals (or 35 percent for Developments in Regions 11 and 13), an Application may qualify to receive up to seven (7) points upon meeting the additional requirements in clauses (i) - (v) of this subparagraph. The Department will base poverty rate on data from the five (5) year American Community Survey.

(i) The Development Site is located in a census tract with income in the top quartile of median household income for the county or MSA as applicable, and the Development Site is in the attendance zone of an elementary school that has a Met Standard rating and has achieved a 77 or greater on index 1 of the performance index, related to student achievement (7 points);

(ii) The Development Site is located in a census tract with income in the second quartile of median household income for the county or MSA as applicable, and the Development Site is in the attendance zone of an elementary school that has a Met Standard rating, has achieved a 77 or greater on index 1 of the performance index, related to student achievement, and has earned at least one distinction designation by TEA (6 points);

(iii) The Development Site is located in a census tract with income in the second quartile of median household income for the county or MSA as applicable, and the Development Site is in the attendance zone of an elementary school that has a Met Standard rating

and has achieved a 77 or greater on index 1 of the performance index, related to student achievement (5 points);

(iv) The Development Site is located in a census tract with income in the top quartile of median household income for the county or MSA as applicable (3 points); or

(v) The Development Site is located in a census tract with income in the top two quartiles of median household income for the county or MSA as applicable (1 point).

(B) For Developments located in a Rural Area, an Application may qualify to receive up to seven (7) cumulative points based on median income of the area and/or proximity to the essential community assets as reflected in clauses (i) - (vi) of this subparagraph if the Development Site is located within a census tract that has a poverty rate below 15 percent for Individuals (35 percent for regions 11 and 13) or within a census tract with income in the top or second quartile of median household income for the county or MSA as applicable or within the attendance zone of an elementary school that has a Met Standard rating and has achieved a 77 or greater on index 1 of the performance index, related to student achievement.

(i) Except for an Elderly Limitation Development, the Development Site is located within the attendance zone (or in the case of a choice district the closest) of an elementary, middle, or high school that has achieved the performance standards stated in subparagraph (B); or for Elderly Developments, the Development Site has access to services specific to a senior population within 2 miles. (Note that if the school is more than 2 miles from the Development Site, free transportation must be provided by the school district in order to qualify for points. For purposes of this subparagraph only, any school, regardless of the number of grades served, can count towards points; however, schools without ratings, unless paired with another appropriately rated school will not be considered.) (3 points);

(ii) The Development Site is within 1.5 linear miles of a center that is licensed by the Department of Family and Protective Services specifically to provide a school-age program (2 points);

(iii) The Development Site is located within 1.5 linear miles of a full service grocery store (2 points);

(iv) The Development Site is located within 1.5 linear miles of a center that is licensed by the Department of Family and Protective Services to provide a child care program for infants, toddlers, and/or pre-kindergarten, at a minimum (2 points);

(v) The Development Site is located within 1.5 linear miles of a senior center (2 points); and/or

(vi) The Development Site is located within 1.5 linear miles of a health related facility (1 point).

(C) An elementary school attendance zone for the Development Site does not include schools with district-wide possibility of enrollment or no defined attendance zones, sometimes known as magnet schools. However, in districts with district-wide enrollment an

Applicant may use the rating of the closest elementary schools that may possibly be attended by the tenants. The applicable school rating will be the 2015 accountability rating assigned by the Texas Education Agency. 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), the school will be considered to have the lower of the ratings of the schools that would be combined to meet those conventions.

(5) Educational Excellence. An Application may qualify to receive up to five (5) points for a Development Site located within the attendance zones of public schools meeting the criteria as described in subparagraphs (A) and (B) of this paragraph, as determined by the Texas Education Agency. An attendance zone does not include schools with district-wide possibility of enrollment or no defined attendance zones, sometimes known as magnet schools. However, in districts with district-wide enrollment an Applicant may use the rating of the closest elementary, middle, or high schools, respectively, which may possibly be attended by the tenants. The applicable school rating will be the 2015 accountability rating assigned by the Texas Education Agency. 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.

(A) The Development Site is within the attendance zone of an elementary school, a middle school and a high school with a Met Standard rating and an Index 1 score of at least 77 For Developments in Region 11, the middle school and high school must achieve an Index 1 score of at least 70 to be eligible for these points (5 points); or

(B) The Development Site is within the attendance zone of an elementary school, a middle school, and a high school with a Met Standard rating. (3 points)

(6) Underserved Area. (§§2306.6725(b)(2); 2306.127, 42(m)(1)(C)(ii)) An Application may qualify to receive up to two (2) 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. If an Application qualifies for points under paragraph (4) of this subsection then the Application is not eligible for points under subparagraphs (A) and (B) of this paragraph.

- (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) An Economically Distressed Area (1 point);
- (C) A Place, or if outside of the boundaries of any Place, a county that has never received a competitive tax credit allocation or a 4 percent non-competitive tax credit allocation for a Development that remains an active tax credit development (2 points);
- (D) For Rural Areas only, a census tract that has never received a competitive tax credit allocation or a 4 percent non-competitive tax credit allocation for a Development that remains an active tax credit development serving the same Target Population (2 points);
- (E) A census tract that has not received a competitive tax credit allocation or a 4 percent non-competitive tax credit allocation for a Development that remains an active tax credit development serving the same Target Population within the past 10 years (1 point);
- (F) Within 5 miles of a new business that in the past two years has constructed a new facility and undergone initial hiring of its workforce employing **50** or more persons at or above the average median income for the population in which the Development is located (1 point); or
- (G) A census tract which has experienced growth increases in excess of 120% of the county population growth over the past 10 years provided the census tract does not comprise more than 50% of the county (1 point).

(7) Tenant Populations with Special Housing Needs. (§42(m)(1)(C)(v)) An Application may qualify to receive up to three (3) points by serving Tenants with Special Housing Needs. Points will be awarded as described in subparagraphs (A) - (C) of this paragraph.

(A) Applications may qualify for three (3) points if a determination by the Department of approval is submitted in the Application indicating participation of an existing Development's in the Department's Section 811 Project Rental Assistance Demonstration Program ("Section 811 PRA Program"). In order to qualify for points, the existing Development must commit to the Section 811 PRA Program at least 10 units or, if the proposed Development would be eligible to claim points under subparagraph (B) of this paragraph, at least the same number of units (as would be required under subparagraph (B) of this paragraph for the proposed Development) have been designated for the Section 811 PRA Program in the existing Development. The same units cannot be used to qualify for points in more than one HTC Application.

(B) Applications meeting all of the requirements in clauses (i) – (v) of this subparagraph are eligible to receive two (2) points by committing to participate in the Department's Section 811 PRA Program. In order to be eligible for points, Applicants must commit at least 10 Units in the proposed Development for participation in the Section 811 PRA Program unless the Integrated Housing Rule (10 TAC §1.15) or Section 811 PRA Program guidelines and requirements limits the proposed Development to fewer than 10 Units. The same units cannot be used to qualify for points in more than one HTC Application. Once elected in the Application, Applicants may not withdraw their commitment to have the proposed Development participate in the Section 811 PRA Program unless the Department

determines that the Development cannot meet all of the Section 811 PRA Program criteria. In this case, staff may allow the Application to qualify for points by meeting the requirements of subparagraph (C) of this paragraph.

- (i) The Development must not be an Elderly Limitation Development or Supportive Housing;
- (ii) The Development must not be originally constructed before 1978;
- (iii) The Development has units available to be committed to the Section 811 PRA Program in the Development, meaning that those units do not have any other sources of project-based rental or long-term operating assistance within 6 months of receiving 811 assistance and cannot have an existing restriction for persons with disabilities;
- (iv) The Development Site must be located in one of the following areas: Austin-Round Rock MSA, Brownsville-Harlingen MSA, Dallas-Fort Worth-Arlington MSA; El Paso MSA; Houston-The Woodlands-Sugar Land MSA; McAllen-Edinburg-Mission MSA; or San Antonio-New Braunfels MSA; and
- (v) The Development Site must not be located in the mapped 500-year floodplain or in the 100-year floodplain.

(C) Applications proposing Developments that do not meet all of the requirements of clauses (i) – (v) of subparagraph (B) of this paragraph may qualify for two (2) points for meeting the requirements of this subparagraph. 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. 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 affirmatively 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. 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 affirmatively market Units to Persons with Special Needs.

(8) Aging in Place. (§2306.6725(d)(2) An Application for an Elderly Development may qualify to receive up to three (3) points under this paragraph only if no points are elected under subsection (c)(5) of this section (related to Educational Excellence).

(A) All Units are designed to be fully accessible (for both mobility and visual/hearing impairments) in accordance with the 2010 ADA Standards with the exceptions listed in "Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities". (2 points).

(B) The Property will employ a full-time resident services coordinator on site for the duration of the Compliance Period and Extended Use Period. If elected under this subparagraph, points for service coordinator cannot be elected under subsection (c)(3) of this section (related to Tenant Services). For purposes of this provision, full-time is defined as follows (1 point):

- (i) a minimum of 16 hours per week for Developments of 79 Units or less; and
- (ii) a minimum of 32 hours for Developments of 80 Units or more.

(9) Proximity to Important Services. An Application may qualify to receive up to two (2) points for being located within a one mile radius (two-mile radius for Developments in a Rural Area) of the services listed below. These do not need to be in separate facilities to qualify for the points.

- (A) Full Service Grocery Store (1 point);
- (B) Pharmacy (1 point).

(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 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 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. 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. 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 for the benefit of the Development.

(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 Texas Government 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 existence prior to the Pre-Application Final Delivery Date, and its boundaries must contain the Development Site. In addition, the Neighborhood Organization must be on record with the state (includes the Department) or county in which the Development Site is located. Neighborhood Organizations may request to be on record with the Department for the current Application Round with the Department by submitting documentation (such as evidence of board meetings, bylaws, etc.) not later than 30 days prior to the Full Application Delivery Date. 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.

(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 Development Site and that the Neighborhood Organization meets the definition pursuant to Texas Government 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 Texas Government 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 persons residing or owning real property 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 is encouraged to be prepared to provide additional information with regard to opposition.

(B) Technical Assistance. For purposes of this section, 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, 2016. 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.

(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 clearly state support for or opposition to the specific Development. 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 of this chapter. 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. Neutral letters or letters that do not specifically refer to the Development or specifically express support or opposition will receive zero (0) points. A letter that does not directly express support but expresses it indirectly by inference (*e.g.* "the local jurisdiction supports the Development and I support the local jurisdiction") will be treated as a neutral letter.

(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 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.

(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 community or civic organization must provide evidence of its tax exempt status and its existence and 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), 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 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 up to six (6) points if the Development Site is located in a distinct area that was once vital and has lapsed into a situation requiring concerted revitalization, and where a concerted revitalization plan has been developed and executed. 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 concerted revitalization plan that meets the criteria described in subclauses (I) - (IV) of this clause:

(I) The concerted revitalization plan must have been adopted by the municipality or county in which the Development Site is located.

(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. These problems may include the following:

(-a-) long-term disinvestment, such as significant presence of residential and/or commercial blight, streets 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;

(III) Staff will review the target area for presence of the problems identified in the plan and for targeted efforts within the plan to address those problems. In addition, but not in lieu of, such a plan may be augmented with targeted efforts to promote a more vital local economy and a more desirable neighborhood, including but not limited to:

(-a-) attracting private sector development of housing and/or business;

(-b-) developing health care facilities;

(-c-) providing public transportation;

(-d-) developing significant recreational facilities; and/or

(-e-) improving under-performing schools.

(IV) The adopted plan must have sufficient, documented and committed funding to accomplish its purposes on its established timetable. This funding must have been flowing in accordance with the plan, such that the problems identified within the plan will have been sufficiently mitigated and addressed prior to the Development being placed into service.

(ii) 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 target efforts outline in the plan; and

(II) Applications may receive (2) points in addition to those under subclause (I) of this clause if the Development is explicitly identified by the city or county as contributing most significantly to the concerted revitalization efforts of the city or county (as applicable). A city or county may only identify one single Development during each Application Round for the additional points under this subclause. A resolution from the Governing Body of the city or county that approved the plan is required to be submitted in the Application (this resolution is not required at pre-application). If multiple Applications submit resolutions under this subclause from the same Governing Body, none of the Applications shall be eligible for the additional points. A city or county may, but is not required, to identify a particular Application as contributing most significantly to concerted revitalization efforts.

(B) For Developments located in a Rural Area.

(i) The requirements for concerted revitalization in a Rural Area are distinct and separate from the requirements related to concerted revitalization in an Urban Area in that the requirements in a Rural Area relate primarily to growth and expansion indicators. An Application may qualify for up to four (4) points if the city, county, state, or federal government has approved expansion of basic infrastructure or projects, as described in this paragraph. Approval cannot be conditioned upon the award of tax credits or on any other event (zoning, permitting, construction start of another development, etc.) not directly associated with the particular infrastructure expansion. The Applicant, Related Party, or seller of the Development Site cannot contribute funds for or finance the project or infrastructure, except through the normal and customary payment of property taxes, franchise taxes, sales taxes, impact fees and/or any other taxes or fees traditionally used to pay for or finance such infrastructure by cities, counties, state or federal governments or their related subsidiaries. The project or expansion must have been completed no more than twelve (12) months prior to the beginning of the Application Acceptance Period or have been approved and is projected to be completed within twelve (12) months from the beginning of the Application Acceptance Period. An Application is eligible for two (2) points for one of the items described in subclauses (I) - (V) of this clause or four (4) points for at least two (2) of the items described in subclauses (I) - (V) of this clause:

(I) New paved roadway (may include paving an existing non-paved road but excludes overlays or other limited improvements) or expansion of existing paved

roadways by at least one lane (excluding very limited improvements such as new turn lanes or restriping), in which a portion of the new road or expansion is within one half (1/2) mile of the Development Site;

(II) New water service line (or new extension) of at least 500 feet, in which a portion of the new line is within one half (1/2) mile of the Development Site;

(III) New wastewater service line (or new extension) of at least 500 feet, in which a portion of the new line is within one half (1/2) mile of the Development Site;

(IV) Construction of a new law enforcement or emergency services station within one (1) mile of the Development Site that has a service area that includes the Development Site; and

(V) Construction of a new hospital or expansion of an existing hospital's capacity by at least 25 percent within a five (5) mile radius of the Development Site and ambulance service to and from the hospital is available at the Development Site. Capacity is defined as total number of beds, total number of rooms or total square footage of the hospital.

(ii) To qualify under clause (i) of this subparagraph, the Applicant must provide a letter from a government official with specific knowledge of the project (or from an official with a private utility company, if applicable) which must include:

(I) the nature and scope of the project;

(II) the date completed or projected completion;

(III) source of funding for the project;

(IV) proximity to the Development Site; and

(V) the date of any applicable city, county, state, or federal approvals, if not already completed.

(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 Building Cost or the Hard Costs per square foot of the proposed Development, as originally submitted in the Application. For purposes of this paragraph, Building Costs will exclude structured parking or commercial space that is not included in Eligible Basis, and 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 50 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 five (5) or seven (7) 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 Building Cost per square foot is less than \$70 per square foot;
- (ii) The Building Cost per square foot is less than \$75 per square foot, and the Development meets the definition of a high cost development;
- (iii) The Hard Cost per square foot is less than \$90 per square foot; or
- (iv) The Hard Cost per square foot is less than \$100 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 Building Cost per square foot is less than \$75 per square foot;
- (ii) The Building Cost per square foot is less than \$80 per square foot, and the Development meets the definition of a high cost development;
- (iii) The Hard Cost per square foot is less than \$95 per square foot; or

- (iv) The Hard Cost per square foot is less than \$105 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 Building Cost is less than \$90 per square foot; or
 - (ii) The Hard Cost is less than \$110 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 Hard Costs plus acquisition costs included in Eligible Basis that are less than \$100 per square foot;
 - (ii) Twelve (12) points for Applications which include Hard Costs plus acquisition costs included in Eligible Basis that are less than \$130 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 Hard Costs plus acquisition costs included in Eligible Basis that are less than \$130 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 during the Pre-Application Acceptance Period. Applications that meet the requirements described in subparagraphs (A) - (G) 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 six (6) 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; and
 - (G) 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 8 percent of the Total Housing Development Cost (3 points); or
- (iii) If the Housing Tax Credit funding request is less than 9 percent of the Total Housing Development Cost (2 points); or
- (iv) If the Housing Tax Credit funding request is less than 10 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)(5)) An Application that has received a letter from the Texas Historical Commission determining preliminary eligibility for historic (rehabilitation) tax credits and is proposing the use of historic (rehabilitation) tax credits (whether federal or state credits) may qualify to receive five (5) points. 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 by 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.

(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 Texas Government 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 sub-region or set-aside as determined by the application of the regional allocation formula on or before December 1, 2015.

(f) Point Adjustments.

Staff will recommend to the Board and the Board may make a deduction of up to five (5) points for any of the items listed in paragraph (1) of this subsection, unless the person approving the extension (the Board or Executive Director, as applicable) makes an affirmative finding setting forth that the facts which gave rise to the need for the extension were 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. (§2306.6710(b)(2))

(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, the 10 percent Test deadline (relating to either submission or expenditure).

(2) If the Developer or Principal of the Applicant violates the Adherence to Obligations.

(3) Any deductions assessed by the Board for paragraph (1) or (2) of this subsection based on a Housing Tax Credit Commitment from the preceding Application Round will be attributable to the Applicant or Affiliate of an Application submitted in the current Application Round.

§11.10. Third Party Request for Administrative Deficiency for Competitive HTC Applications.

The purpose of the Third Party Request for Administrative Deficiency 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 the 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. As a practical consideration, the Department expects that such requests be received by June 1. Requests made after this date may not be reviewed by staff. Requestors must provide, at the time of filing the challenge, all briefings, documentation, and other information that the requestor offers in support of the deficiency. 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.