

Instructions on how to use The Department's Income and Rent Tool

- (1) Choose the County in which your project is located. All Texas Counties should be in the drop down menu.
- (2) If your project is located within the boundaries of one of the designated places listed in the drop down menu, make the appropriate selection. If the location is not listed, choose the "Not Listed" option. The "Place" field is used to determine whether the property is eligible to use the National Non-Metropolitan Median Income limits. Not all Places or Cities in Texas are shown. If you are located outside of the boundaries of a designated Place, select "Not Listed" even if your mailing address reflects the place name. Units financed with HOME, NSP, National Housing Trust Fund, Tax Exempt bonds and 4% Housing Tax Credits are not eligible to use the National Non-Metro limits, therefore the tool will grey out this field.
- (3) Please select the financing applicable for your project. If the Development has more than one funding source issued by TDHCA, the tool will have to be ran for each funding source. For Example: If the Development is layered with 9% Housing Tax Credit funding and HOME funding. The tool will have to be completed twice, once for the 9% Housing Tax Credit limits and then again for the HOME limits.
- (4) Choose the date the first building in the project (as defined on line 8b of the 8609) was placed in service or for Texas Housing Trust Fund, the date of your LURA. For HOME, NSP, NHTF, TCAP-RF, or HOME-ARP, the tool will grey out this field as it is not required."
- (5) Select the date based on the date of your property's Carryover Agreement, Determination Notice or Subaward Agreement Date. For Texas Housing Trust Fund, select the effective date of your LURA. For HOME, NSP, NHTF, TCAP-RF, or HOME-ARP, the tool will grey out this field as it is not required." The 'Carryover / Determination Notice / Subaward Agreement Date' field is used to determine whether the property's gross rent floor is based upon a different set of income limits than those used to qualify tenants. For a competitive 9% HTC property, the date the Department executed the property's Carryover Agreement should be used. For an Exchange Program (i.e. Section 1602) property, the date the Department executed the property's Subaward Agreement should be used. For a 4% tax credit property, the date of the Determination Notice should be used.

- (6) For HOME and NSP Only: “On or after 06/01/2024” should be selected for all new leases and lease renewals completed on or after 06/01/2024 and “On or before 05/31/2024” should be selected for all new leases and lease renewals completed on or before 05/31/2024 to establish the correct rent limit.

For Housing Tax Credit project(s) that place in service or execute a Carryover Agreement within 45 days after HUD releases the MTSP Income limits where the newly released limits reflect a decrease, IRS Revenue Ruling 94-57 allows the owner to rely on either limit.

The Texas Department of Housing and Community Affairs (the “Department” or TDHCA”) has posted to its website the 2024 Income and Rent limit tool. This tool was developed for use by TDHCA staff, primarily in the Compliance Division, to determine whether income and rent limits prescribed by law were being met, and the tool is being shared with the public solely as a courtesy. This tool is NOT to be considered as either a definitive or exclusive statement or application of law or as legal advice. Neither the tool itself nor any output from or conclusions drawn from the tool may be relied upon as conclusively correct information or used as a defense to any contrary determination, finding, conclusion, or assertion by any relevant or cognizant oversight or enforcement entity (including TDHCA) of an applicable rent or income limit. Again, these are simply the income and rent limits that the Department expects to use when monitoring. It is anticipated that from time to time as the Department identifies aspects of the tool that it needs to amend, correct, or improve, it will do so, but the Department cannot and does not commit to providing notifications or changes to the tool as posted on its website or as used by TDHCA staff.