

### Texas Department of Housing and Community Affairs Competitive Housing Tax Credit Pre-Application Submission Instructions

Created Date: December 20, 2018
Date Last Updated: December 30, 2024

The Texas Department of Housing and Community Affairs has created an online system for applicants for the Competitive Housing Tax Credit Program to submit pre-applications. Prior to the open of the Application Acceptance Period, the Department will post a link that applicants will use to access the pre-application system. This document describes the pre-application system and provides information that will help applicants ensure that pre-applications are submitted successfully.

#### **Pre-Application Initiation**

https://public.tdhca.state.tx.us/htc/t\_htc\_pre\_app.init\_entry.signup

The first page you will see is the initiation page. Enter the email address of the person that will complete the preapplication and the name of the Development. This will be the first email address to which all correspondence regarding the pre-application will be sent. Then click "Begin Pre-Application."



Texas Department of Housing and Community Affairs

Competitive 9% Housing Tax Credit Pre-Application Initiation

Email Address	
Email Address*	
Development Name*	
Begin Pre-Application	

After "Begin Pre-Application" is clicked, an email with a link to the pre-application form will be sent to the email address entered. You will use the link in this email to return to the pre-application form if you do not complete it all at once, so please do not lose the link. **The link should only be shared with persons authorized to access your pre-application form.** 

The email will look similar to this:

Development Name: Sunshiney Acres

The URL to access the HTC Pre-Application form is:

https://public-stage.tdhca.state.tx.us/htc stage/t htc pre app.app entry.page1?p init nbr=19UX657279UE35

If an email is not received, contact Joshua Goldberger, Competitive Housing Tax Credit Manager, at joshua.goldberger@tdhca.texas.gov.

Part One of the pre-application form is the Applicant contact information:

Contact Information		
	■ Save and Go Back  !	Save Save and Continue ►
Primary Contact		
First Name*		Last Name*
First		Last
Street Address*		Suite/Apartment Number
123 Street		
City* Austin	State* Zip Code*   TX  ✔   78701	
Phone*		Email Address*
123-345-6789 (999-9	99-9999)	first.last@work.com
First Name* Last Phone* 987-654-3211 (999-9	99-999)	Last Name*   First   Email Address*   last.first@work.com   Cannot be the same as Primary Contact
Consultant Contact		
First Name		Last Name
Phone		Email Address
(999-9	99-9999)	
	■ Save and Go Back	Save Save and Continue ▶

Here, you will enter contact information for the people to be contacted if questions about the pre-application arise. Make sure these are people who will be available throughout the whole Competitive 9% HTC Cycle. Deficiency Notices and other important information will be sent to these people via email, so please ensure they have access to the entered email addresses and are available.

Note the status box in the upper right-hand corner. At this point, no application number has been assigned. The application number will not be assigned until this form is completed and saved. If you close your browser at this point, no information that you have entered will be saved. When you click the link in the initiation email, this form will come up and it will be blank.

Throughout the pre-application, items that are required to be completed are indicated with an asterisk. All required items must be completed in order to save the form. There are three navigation buttons: "Save", "Save and Go Back", and "Save and Continue". Use the "Save" button often! This will prevent having to go back and re-enter information. Use the "Save" button before using the "Save and Go Back" or the "Save and Continue" buttons.

If the navigation buttons ever go inactive, like in the picture below, just refresh your browser.



Below is the form after "Save" is clicked. Note the status box now has an application number. The information entered has been saved and will populate each time the pre-application is accessed.

You will have also received an email with the Application number in it. This will help you distinguish between links if you are completing more than one pre-application. Save that email as something like "25017Pre-appEmail" so it is instantly identifiable.





Contact information			
	■ Save and Go Back	Save and Cont	inue ►
Primary Contact			
First Name*		Last Name*	
John		Doe	
Street Address*		Suite/Apartment Numb	er
221 E 11th Street			
City* Austin Zip Code* 78701	State*		
Phone*		Email Address*	
512-123-3333 (999-9	99-9999)	johndoe@gmail.com	
Secondary Contact  First Name*  Mary  Phone*		Last Name*   Smith   Email Address*	
	99-9999)	marysmith@gmail.cor	n
	·	Cannot be the same as	
Consultant Contact			
First Name		Last Name	
Jan		Carson	
Phone 512-123-4444 (999-9	99-9999)	Email Address janc@gmail.com	
	■ Save and Go Back	Save Save and Conti	inue ▶

The status box also includes a link that will allow you to re-send the application number email at any time. If you leave the form and cannot find the email, you will have to contact the program manager to request the link.

If you are ready to claim another application number, click "Save", and go start another one.

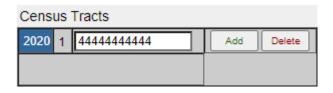
You don't have to log out, you can just close the tab. As long as you have saved the document, the information will be there when you return to it via the link in the "####Pre-appEmail" (# is where the application number is).

If you would like to keep going, click "Save and Continue."

Part Two of the form is where you will enter development information. For pre-applications proposing New Construction, entries under "Previous TDHCA #" and "Initial Construction Year" are not required. New Construction RAD deals may require an entry under "Units Demolished" and "Units Reconstructed". All other development types should include information as applicable to provide as complete a description of the development as possible. Note that you can "Save" the document at any point, but you must complete all required items before you can "Save and Continue."

Name of Proposed Entity*	Test
Development Name*	Name
Development Type*	Acq/Rehab ✓
Secondary Type*	Adaptive Reuse ✓
Previous TDHCA#	15000
Initial Construction Year	2015
Units Demolished	0
Units Reconstructed	5
# of Non-Contiguous Sites	1
# of Census Tracts*	1
Target Population*	General ✓
Development Street Address*	123 Street
Development City*	Austin
Development Zip Code*	78701
Extra-territorial Jurisdiction (ETJ)?*	No 🕶
Census Designated Place (CDP)?	
County*	Travis V
Region*	7 🗸
Rural/Urban*	
Development Latitude*	
Development Longitude*	-98.4444
High Quality Pre-Kindergarten*	Yes <b>▼</b>

You can enter as many census tracts as you need to. You MUST enter the full 11 digit census tract number. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.



Take heed of all notes in the pre-application as they provide important information. Be sure that your fees are submitted on time and you send a completed payment receipt form for each check submitted. Nonprofits and CHDOs should indicate the discounted amount on the payment receipt form and pay only that amount. Refunds of fees are only provided if the pre-application is withdrawn.

Total LI Units*	100		
Total MR Units*	110		
Total Units	110		
HTC Request \$ *	1000000		
Pre-App Fee Due \$			
	Receipt v	nust be accompanied by a completed Multifamily Document and Payment hich includes the application number. Nonprofit and Community Housing Development tion (CHDO) applicants eligible for 10% discount should indicate discount taken.	
Has Fee already been submitted?*		Name on Check*  Work Inc.  Enter person or entity whose name is printed on the check	
		Check Number* 12345	
F	Pre-Applic Document	full Pre-Application Fee must be received by the Department prior to the end of the ation Acceptance Period. The fee must be accompanied by a completed Multifamily and Payment Receipt which includes the application number. Pre-Application fees fundable unless Pre-Application is withdrawn. See §11.901(2) for more information.	

Complete the Set-Aside Election, then save the form and continue based on your next action. **NEW: If the Application qualifies for both At-Risk and USDA, the Applicant must choose ONLY ONE to participate in.** Set Asides cannot be changed after the deadline for Pre-Applications.

Set-Aside Election
By checking any of the following boxes, Applicant affirms submission under the selected Set-Aside. Applicant understands that, in order for any full Application to qualify for pre-application participation points, set-asides cannot be dropped or added between pre-application and full application submission.
□ None
✓ At-Risk
USDA
☐ Nonprofit
Selections for At-Risk and USDA are independent of each other. Applicants that qualify for both must choose ONLY ONE to participate in. USDA Applications that otherwise qualify for At-Risk and wish to be considered for an award under §11.6(3)(B) may indicate so on Tab 20 of the Full Application

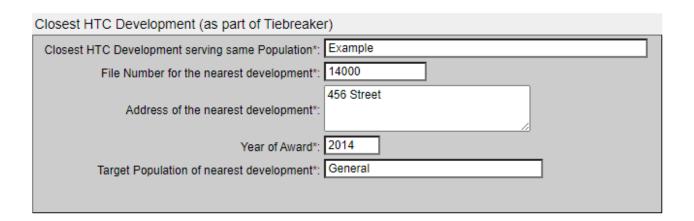
Enter the total Cumulative Distance for the Closest Amenities Tiebreaker. Please note that the number entered must match the number listed in the tiebreaker supplement excel sheet.

Closest Amenities (as part of Tiebreaker)	
Cumulative Distance*: 15000	
Cumulative distance must be consistent with tiebreaker supplement.	

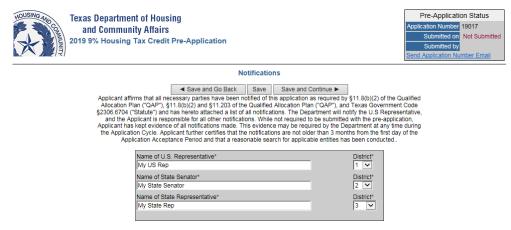
If electing the USDA Set-Aside, enter the USDA year of initial construction.

USDA year of initial construction (as part of Tiebreaker)
Year of construction as evidenced by the initial USDA loan documentation: 2015

Enter the name and address of the nearest Housing Tax Credit assisted Development that serves the same Target Population and was awarded 15 or fewer years ago following the calculation established in 10 TAC §11.7(2) according to the Department's property inventory tab of the Site Demographic Characteristics Report:



Part Three covers notifications. Keep evidence of all of your notifications, including evidence of receipt by the addressee. The Department is required to notify the U.S. Representative; the Applicant must notify all other parties required by the QAP.



Next are the local officials.

School District Information		
School Superintendent*  My School Super	District Name* Austin ISD	
Street Address*  345 6th Street		
City* Austin	State   Zip Code*	
Presiding Officer of Board of Trustees*  My Prez	1	
Street Address* 345 6th Street		
City*  Austin	State         Zip Code*           TX         78702	
Elected Officials		
1 Official Name Mr. Mayor	Office Mayor	Add Delete
2 Official Name   Ms. County Judge	Office County Judge	Add Delete

You must enter all of the elected officials as you need to notify. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.

Last are the Neighborhood Organizations. If the answer to the question is no, you will see this:

# Neighborhood Organizations Are there Neighborhood Organizations on record with the county or state 30 days prior to the beginning of the Application Acceptance Period whose boundaries include the entire Development Site? No By selecting "No" Applicant cerfities having no knowledge of any Neighborhood Organizations meeting the requirements of §11.9(d)(4) of the QAP and/or Texas Government Code §2306.004(23-a) and having boundaries that contain the Development Site.



If the answer is yes, you will be able to enter information about as many organizations as you need to. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.



Part Four is where you will select your self-score items. QAP references are included so that you can be sure you understand the requirements for each item.

#### Do not just select the highest number when you enter these scores.

#### Competitive Housing Tax Credit Selection Self-Score Save and Continue > Save The Applicant is responsible for understanding whether the Development qualifies under each of the point categories below. The QAP reference is provided and Applicants are encouraged to read the full rule prior to electing points under any of these categories. Criteria Promoting Development of High Quality Housing §11.9(b)(1) (A) Unit Sizes\* v §11.9(b)(1) Unit, Development Construction, and Energy and Water Efficiency Features\* §11.9(b)(2) Sponsor Characteristics\* Quantity of Low-Income Units\* §11.9(c)(3) High Quality Housing Total 0 Criteria to Serve and Support Texans Most in Need Income Levels of Residents\* §11.9(c)(1) Rent Levels of Tenants\* v §11.9(c)(2) §11.9(c)(3) Resident Supportive Services\* v v §11.9(c)(5) Opportunity Index\* Underserved Area\* §11.9(c)(6) 811 PRA and Residents with §11.9(c)(4) Special Housing Needs\* Proximity to Job Areas\* ~ §11.9(c)(7) Serve and Support Texans Most in Need Total Criteria Promoting Community Support and Engagement Commitment of Development Funding §11.9(d)(2) × by Local Political Subdivision\* §11.9(d)(3) Declared Disaster Area\*

As of December 10, 2024, all counties in Texas are eligible for points under §11.9(d)(3) of the QAP.

Community Support and Engagement Total 0

Then you will indicate the items not on the self-score for which you intend to score points.

Intent to Request Points for Items not Included in the Applicant's Self-Score		
These items will not be counted in the self-score. Applicants intending to request points for these items should be actively working toward obtaining the necessary documentation to be submitted by the Full Application Deadline.		
Readiness to Proceed*		
	0 points	§11.9(c)(8)
	☐ 1 point	
Local Government Support*		
	0 points	§11.9(d)(1)
	7 points	
	8.5 points	
	14 points	
	☐ 17 points	
Quantifiable Community Participation*		C44 O(4)(4)
	0 points	§11.9(d)(4)
	4 points	
	6 points	
	8 points	
	9 points	
Letter or No Letter from a State Representa	tive*	
	OLetter	
	No letter	
	-8 points	
	-4 points	
	0 points	
	4 points	
	8 points	
	§11.9(d)(5)	
Input from Community Organizations*		
,	0 points	§11.9(d)(6)
	2 points	
	4 points	
Concerted Revitalization Plan*		
		§11.9(d)(7)
	0 points	
	_ 5 points	
	7 points	

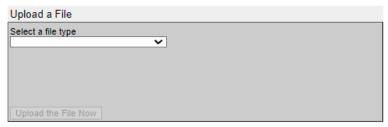
Part Five is where you will upload required documents. We suggest creating a folder that holds all of your final documents. That way, you can be more certain of what you are submitting.

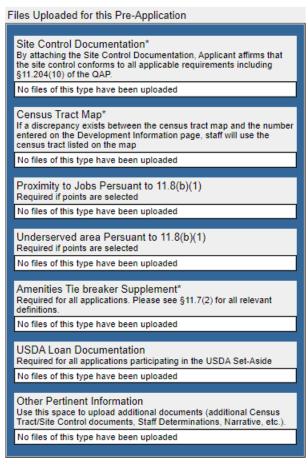
Select the file type to upload, and then click "Browse" to navigate to that folder and only select documents from that folder. Click "Upload the File Now," and the file name should appear as a hyperlink (see image below for demonstrative examples, the specific links themselves may vary depending on program year). **Applicants that claim points in Underserved and Proximity to Jobs will need to submit documentation on the score items.** 



#### **Electronic Filing Agreement**

This is an agreement between TDHCA and the Multifamily Housing Program Applicant to facilitate electronic submission of application documents for multifamily housing programs in accordance with the Department policy. This agreement authorizes the Applicant to file pre-application and full application documents by means of electronic transmission for the duration of this Agreement and as specified by Department Procedures. By submitting this pre-application the Applicant affirms that the electronic submission of application documents will be in a manner prescribed by the Department.





Continue >

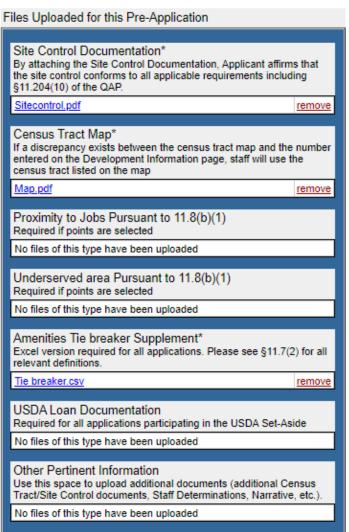
◆ Back

Below is the page after uploads have been selected. Clicking the hyperlinks should open the uploaded document. If the document does not open, it was not uploaded properly. If it does not open for you, it will not open for us. Click "remove" and upload the document again. If you are having trouble uploading documents, contact Joshua Goldberger, Competitive Housing Tax Credit Manager, at joshua.goldberger@tdhca.texas.gov.

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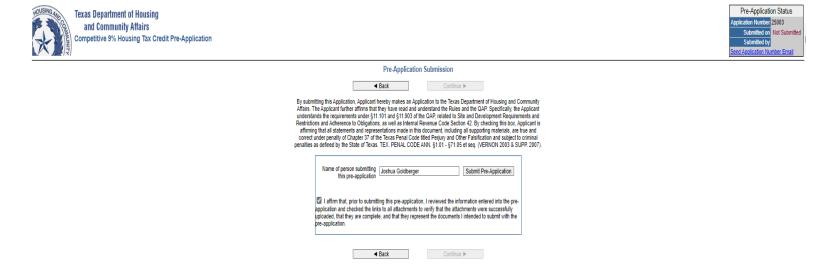


This form doubles as the Electronic Filing Agreement.

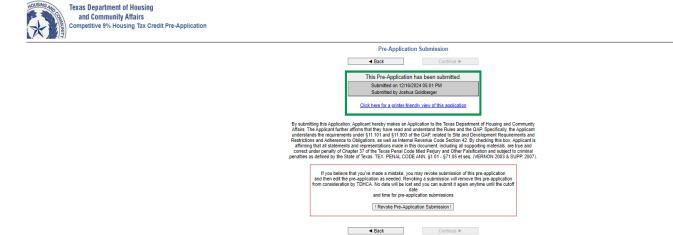
Note this page does not have a "Save" button. Upload(s) will only be saved when the pre-application is submitted.

Part Six is the pre-application certification. Read it carefully. **You cannot submit the pre-application without completing the certification.** Then, if you are ready to do so, click "Submit the Pre-Application."

Note that this page does not have a "Save" button. If you do not submit the pre-application at this point, this page, along with the previous page, will not be saved.



When you submit the pre-application, you will see the next page (images are demonstrative):



The date/time stamp that you see there in the upper right-hand corner and in the green box is logged in our system. As long as that is prior to January 9, 2025 at 5:00 p.m. Austin local time for 2025 Competitive HTC Pre-Applications, you are good to go!

You can use the link in the green box to print or save a PDF of the pre-application, which will include the date/time information above.

Page 1 of 3

12/19/2023 10:51 am

#### Texas Department of Housing and Community Affairs

Competitive 9% Housing Tax Credit Pre-Application

Application Number: 24004

Submitted Date: 12/19/2023 10:50AM Submitted By: Name Name

#### **Contact Information**

Primary Contact: Name Name Phone: 123-456-7890

123 Name Street Email: namename@yahoo.com

Austin, TX 78735

Secondary Contact: Norm Norm Phone: 098-765-4321

Email: normnorm@yahoo.com

Consultant Contact: Phone:

Email:

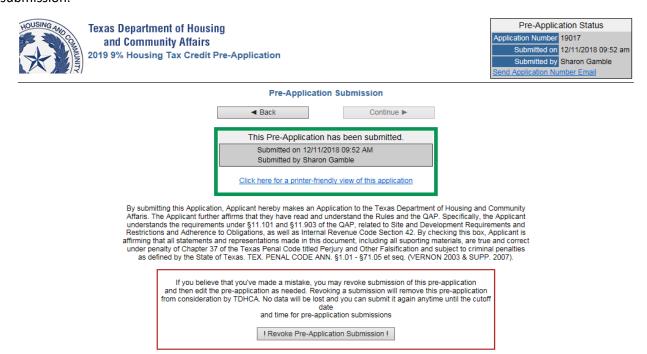
#### **Development Information**

Name of Proposed Entity: Time Home
Development Name: Home Home
Development Type: New Construction

Secondary Type: None
Previous TDHCA#:
Initial Construction Year:
Units Demolished: 0
Units Reconstructed:
# of Non-Contiguous Sites: 0
# of Census Tracts: 1
Target Population: General

You will also receive an email acknowledging receipt of the pre-application. No further acknowledgement of receipt will be made. Importantly, the date and time of receipt will be based on the date/time stamp on the pre-application form, not the date and time indicated on the acknowledgement email.

If you review the PDF and you notice a mistake, you can fix it! To edit the pre-application, you will have to revoke the submission.



The red box above gives you that option via the "!Revoke Pre-Application Submission!" button. Revoking a submission will remove the pre-application from consideration by TDHCA. No data will be lost and you can submit it again anytime until the cutoff date and time for pre-application submissions.

■ Back

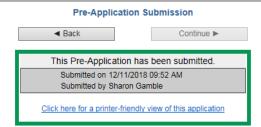
Continue ►

## IF YOU REVOKE THE SUBMISSION, YOU MUST RESUBMIT THE PRE-APPLICATION PRIOR TO THE DEADLINE!

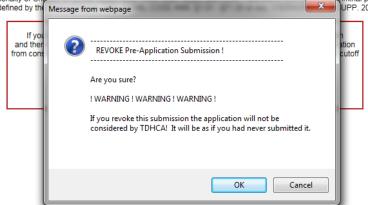
#### You will get the following warning:







By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all suporting materials, are true and correct under penalty of Chapter 37.6 the Toxas Penal Code titled Review and Other Falsification and subject to criminal penalties as defined by the Message from webpage



Notification of your action, shown here in the green box, is logged into our system. Notice below that the date/time stamp is gone. As far as we are concerned, at this point the pre-application was never submitted.





Pre-Application Submission		
•	■ Back	Continue ►
Success	Application submiss	sion has been revoked

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Name of person submitting this pre-application		Submit Pre-Application
application and checked the links	to all attachments to verify tha	red the information entered into the pre- tit the attachments were successfully occuments I intended to submit with the
<b>◀</b> B	ack	Continue ►

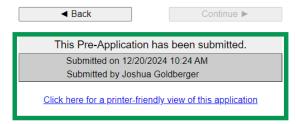
You can scroll back through the form, making edits at will. When you are finished editing the pre-application, **recheck your document links to make sure they still properly work.** You can then return to the submission page and re-submit the pre-application. Note the revised date/time stamp below.

You can revoke, edit and re-submit as many times as you need to, just make sure that your final date/time stamp is on or before January 9, 2025, at 5:00 p.m. Austin local time for HTC Pre-Application(s).

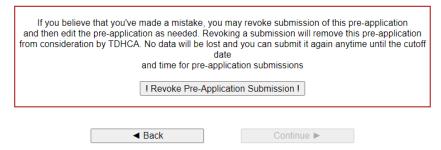




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Questions about pre-application submission can be sent to <u>joshua.goldberger@tdhca.texas.gov</u>. Although the text of the Final Pre-Application may change year-to-year (as corresponding rules change), the submission procedures outlined in this form should be followed carefully.