



Texas Department of Housing and Community Affairs

Multifamily Finance Production Division

P.O. Box 13941, Austin, Texas 78711-3941

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Instructions for Post Bond Closure Submission: - 60 Day Documents Required

In accordance with §50.12(b) of the 2010 Qualified Allocation Plan, no later than 60 days following closing on the bonds, the Development Owner must submit:

1. **Management Plan Certification Form** (found on page 9 at the following link: <http://www.tdhca.state.tx.us/multifamily/htc/docs/08-CO-10pctTestProcMan.doc>). Form should be completed, signed and notarized. The Plan should include the word for word language from the “Management and Marketing Plan Addendum” found at the link above.
2. **Affirmative Marketing Plan Form** (the HUD form that is available at the following link: <http://www.hud.gov/offices/adm/hudclips/forms/files/935-2a.pdf>). Form should be completed, signed and notarized.
2. Evidence that the Development Owner or management company **and** the Development Architect and Engineer have attended at least five hours of Department-approved Fair Housing training. This evidence must show attendance of the Development Owner or Management Company at a Department-approved Fair Housing training relating to leasing and management issues for at least five hours and the Development Architect and Engineer at a Department-approved Fair Housing training relating to design issues for at least five hours, both on or before the date the bonds are closed. Certifications must not be older than 2 years from the date of submission of these documents.
3. **Architect’s Certification Form** (relating to representations of the Application and accessibility standards in accordance with §50.9(h)(4)(G) and (H) of the 2010 QAP). Form should be completed, signed and notarized.
4. **Development Owner Certification Form** (in accordance with §50.9(h)(4)(I) of the 2010 QAP). Form should be completed, signed and notarized.
5. **General Contractor Certification Form** (evidencing that the general contractor meets the experience criteria defined by §50.9(h)(4)(J) of the 2010 QAP). Form should be completed, signed and notarized.



2010 POST APPLICATION-ARCHITECT CERTIFICATION FORM

HTC File No.: _____ Development Name: _____

NAME and ADDRESS of ARCHITECT	
Name: _____	Contact: _____
Mailing Address (No P.O. boxes): _____	
City: _____	St.: _____ Zip: _____ Phn.: () _____ Ext: _____
TIN #: _____	Fax: () _____ E-mail: _____

As required by §2306.6722 Texas Government Code, and included in the 2010 Qualified Allocation Plan and Rules (QAP), the development must be designed and constructed in compliance with stated accessibility standards.

With regard to the rule above, I (We) certify that the subject development will be built to comply with all applicable requirements of the Application and the 2010 QAP, including the requirement that is indicated by §50.9(h)(4)(G) and §50.9(h)(4)(H). The text of the foregoing sections follows:

(G) “Pursuant to §2306.6722, any Development supported with a Housing Tax Credit allocation shall comply with the accessibility standards that are required under §504, Rehabilitation Act of 1973 (29 U.S.C. §794), and specified under 24 C.F.R. Part 8, Subpart C. The Applicant must provide a certification from the Development engineer, an accredited architect or Department-approved third party accessibility specialist, that the Development will comply with the accessibility standards that are required under §504, Rehabilitation Act of 1973 (29 U.S.C. §794), and specified under 24 C.F.R. Part 8, Subpart C and this subparagraph. (§2306.6722 and §2306.6730).”

(H) “For Developments involving New Construction (excluding New Construction of non-residential buildings) where some Units are two-stories or single family design and are normally exempt from Fair Housing accessibility requirements, a minimum of 20% of each Unit type (i.e. one bedroom, two bedroom, three bedroom) must provide an accessible entry level and all common-use facilities in compliance with the Fair Housing Guidelines, and include a minimum of one bedroom and one bathroom or powder room at the entry level. A similar certification will also be required after the Development is completed from an inspector, architect, or accessibility specialist.”

I further certify that I am aware that multiple representations were made about the design of the development in the application and that specifications regarding the design exist with respect to certain definitions, Threshold requirements, and Selection options within the 2010 QAP. I am aware that, as required by §2306.6712 Texas Government Code, and included in the Qualified Allocation Plan and Rules (QAP), a “material alteration” of the design of the development

requires the approval of the Texas Department of Housing and Community Affairs (TDHCA) Board of Directors.

By: _____
Signature of Architect *Date*

Place seal of architect here:

STATE OF: _____
COUNTY OF: _____

I, the undersigned, a notary public in and for said county, in said state, do hereby certify that _____, whose name is signed to the foregoing statement, and who is known to me to be one in the same, has acknowledged before me on this date that, being informed of the contents of this statement, executed the same voluntarily on the date same foregoing statement bears.

Given under my hand and official seal this _____ day of _____, _____. (seal)

Notary Public Signature

Commission Expires



2010 POST APPLICATION-DEVELOPMENT OWNER CERTIFICATION FORM

HTC File No.: _____ Development Name: _____

I (We) certify that the subject development will be built to comply with all applicable requirements of the Application and the 2010 QAP, including the requirement that is indicated by §50.9(h)(4)(I) of the 2010 QAP. The text of the foregoing section follows: “A certification that the Development will be equipped with energy saving devices that meet the 2000 International Energy Conservation Code (IECC), which is the standard statewide energy code adopted by the state energy conservation office, unless historic preservation codes permit otherwise for a Development involving historic preservation. All Units must be air-conditioned or utilize evaporative coolers. The measures must be certified by the Development architect as being included in the design of each tax credit Unit at the time the Post Bond Closure Documentation is submitted and in actual construction upon Cost Certification. (2306.6725(b))

By: _____
Signature of Development Owner *Date*

STATE OF: _____

COUNTY OF: _____

I, the undersigned, a notary public in and for said county, in said state, do hereby certify that _____, whose name is signed to the foregoing statement, and who is known to me to be one in the same, has acknowledged before me on this date that, being informed of the contents of this statement, executed the same voluntarily on the date same foregoing statement bears.

Given under my hand and official seal this _____ day of _____, _____. (seal)

Notary Public Signature

Commission Expires



2010 POST APPLICATION-GENERAL CONTRACTOR CERTIFICATION FORM

HTC File No.: _____ Development Name: _____

NAME and ADDRESS of GENERAL CONTRACTOR	
Name: _____	Contact: _____
Mailing Address (No P.O. boxes): _____	
City: _____	St.: ____ Zip: _____ Phn.: () _____ Ext: _____
TIN #: _____	Fax: () _____ E-mail: _____

As required by the 78th Legislature, and in accordance with §50.9(h)(4)(J) of the 2010 QAP, the General Contractor hired by the Development Owner, or the Development Owner if the Development Owner serves as General Contractor, must demonstrate a history of having constructed similar types of housing without the use of federal tax credits.

Documentation that the General Contractor is qualified under the foregoing state law is required as a condition of the Commitment Notice and must be submitted to the Department prior to commencement of construction and at cost certification.

I (We) understand that after an Allocation of tax credits has been made, evidence must be submitted to the Department which sufficiently documents that the General Contractor has constructed similar types of housing without the use of low income housing credits. I (We) also understand that failure to do so would be grounds for revocation of any award of tax credits and might subject the Development Owner and General Contractor to penalties under state and federal law. I (We) hereby acknowledge, understand and certify that I (we) have met at least one of the following conditions as required (check the appropriate box):

- For developments not exceeding 80 units and receiving an allocation from the Rural Regional Allocation, construction of at least 12 comparable housing units as required.
- For developments exceeding 80 units, construction of at least 24 comparable housing units as required.

By: _____
Signature of General Contractor *Date*

STATE OF: _____

COUNTY OF: _____

I, the undersigned, a notary public in and for said county, in said state, do hereby certify that _____, whose name is signed to the foregoing statement, and who is known to me to be one in the same, has acknowledged before me on this date that, being informed of the contents of this statement, executed the same voluntarily on the date same foregoing statement bears.

Given under my hand and official seal this ____ day of _____, _____. (seal)

Notary Public Signature

Commission Expires