



Texas Department of Housing and Community Affairs

Multifamily Finance Production Division

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

Phone: 512.475.3340 Fax: 512.475.0764

Housing Tax Credit Notice of 2005 Application Information, Workshop Schedule and Registration Form

2005 Program Information

The Texas Department of Housing and Community Affairs (the Department) announces the availability of the application workshop registration for the Housing Tax Credit Program's (HTC) 2005 Application Round.

The Department's available 2005 tax credit authority amount is approximately \$40 million. The Pre-Application and Application are based on the 2005 QAP, which will be approved by the Board at the November 12, 2004, Board Meeting. However, the adoption of these rules is contingent upon the Governor's approval, rejection or modification and approval, to take place on or before December 1, 2004.

A complete pre-application or application must be submitted to the Department within the Pre-Application or Application Acceptance Periods, respectively. The cycle periods for the 2005 Application Round are:

Pre and Full Application Cycle Open:	Wednesday, December 8, 2004
Pre-App Acceptance Period Closes:	Wednesday, January 5, 2005
Application Acceptance Period Closes:	Tuesday, March 1, 2005

Applicants are prioritized through a competitive process. Applications receiving the highest scores are then subject to underwriting feasibility and viability evaluations, after which the Executive Award and Review Advisory Committee will make a recommendation to the Board of Directors.

APPLICATION WORKSHOPS SCHEDULE

Each year the Multi-Family Finance Production Division holds training workshops to facilitate the completion of the Application. The Application is a lengthy document which requires a large amount of supplemental information; therefore, it is critical that the Applicant understands what information is being requested and what documentation is required to satisfy the various exhibits. Because of significant changes to the QAP and the fact that Applications that show deficiencies are subject to Selection Criteria point reductions or termination, attendance at the workshop is strongly recommended.

REQUESTING AN APPLICATION AND REGISTERING FOR A WORKSHOP

An editable version of the 2005 pre-application, application and reference materials will be available in the HTC Program's section of the Department's web site at www.tdhca.state.tx.us. To register for an application workshop, please complete the attached 2005 Application Request and Workshop Registration Form and submit it to the Department along with the required payment. **Do not fax your request, as it will not be processed without payment.** Please note that each application is required to utilize a tab and binding system as outlined in the *Application Submission Procedures Manual* (ASPM). **The tabs and binding system will not be provided by the Department. It is the applicant's responsibility to purchase the required tabs and binding system as outlined in the ASPM.**

IT IS ESTIMATED THAT THE ASPM AND APPLICATION WILL BE AVAILABLE ONLINE BY NOV. 16

For additional information, please contact the Multi-Family Finance Production Division at (512) 475-3340.



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2005 APPLICATION REQUEST AND WORKSHOP REGISTRATION FORM

Contact Name: _____ Company: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: _____ Fax : _____ E-mail : _____
 Attendee Name(s) (if different from above): _____
 (Check box if there are any changes to the contact information as provided for the 2004 LIHTC mailing list.)

Check box to indicate which workshop(s) will be attended. Workshops will run from 8:30 a.m. to 4:30 p.m.
(Pre-registration is mandatory and must be received by Wednesday, November 24.) Price is per attendee. We strongly suggest that attendees bring a downloaded version of the application to the workshop. The Department will not be providing copies of the application at the training.

Workshop Registration	<input type="checkbox"/> Austin	Tuesday, November 30, 2004: UT-Joe C. Thompson Conference Center 2405 Robert Dedman Dean Keeton (26th St.) & Red River St. {Parking: Enter on Red River} Austin, TX 78712 (512) 471-3123		\$80.00	\$
	<input type="checkbox"/> Houston	Wednesday, December 1, 2004: Houston Hobby Airport Marriott 9100 Gulf Freeway Houston, TX 77017 (713) 943-7979		\$80.00	\$
	<input type="checkbox"/> Dallas	Tuesday, December 7, 2004: Holiday Inn Select-Love Field 3300 West Mockingbird Lane Dallas, TX 75235 (214) 357-8500		\$80.00	\$
Total Payment Enclosed For Application, Delivery & Registration					\$

THIS REQUEST WILL NOT BE PROCESSED BY THE DEPARTMENT PRIOR TO RECEIVING THE REQUIRED PAYMENT.

Submit this form with payment to: **Texas Department of Housing and Community Affairs
 Multifamily Finance Production Division
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