DRAFT Change Log RHDA Funding Application

Type of Change		Changes
Application Requirements Change	AC	5
Scoring Criteria Change	SC	10
Updated Information	UI	6
General Editing	GE	26
Total Changes		*47*

Section	Type of Change	Change
Cover Page	AC	Title of Application: Delete "G. O. Bond" to make the application useable for all fund sources, not just G. O. Bond funding.
Cover Page	UI	Changes the date of the revision to the application.
Cover Page	GE	Moved "Total # units in project/property" to left margin for easy comparison to "Total # units to be assisted"
Cover Page	GE	Deleted the word "Contact's" at "Contact's Telephone"
Cover Page	UI	Deleted "Fax #" and replaced with "E-mail address"
Cover Page	GE	Re-worded the applicant certification from "The applicant/developer certifies that the data and exhibits contained comprising this application are true and correct." to "The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct."
Page 2	AC	Item 3. Project Description: Revised instructions to allow project description to be on two pages rather than limited to just one page.
Page 2	GE	Items 3a - 3l: Ensured that each item begins with an action verb for consistency and to give a clear instruction to the applicant.
Page 2	GE	Item 3b: reworded sentence for clarity
Page 2	UI	Item 3b: added a reference to the definition of Permanent Supportive Housing in the Program Guidelines.
Page 2	GE	Item 3c: Deleted entirely and replaced with "Item 3c. Describe the tenant population, income levels, and services, if any, to be provided to or made available to residents."
Page 2	GE	Item 3e: Reworded sentence.
Page 2	UI	Item 3i: Changed "Section 8" to "Housing Choice Voucher" to reflect the correct name of the program.

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Page 2	GE	Item 3j: Revised the sentence to include possible existing accessible/adaptable units in a project.
Page 2	GE	Item 3l: Made slight wording changes. From "amount" to "amount(s)" and from "provider" to "provider(s)"
Page 3	UI	Item 5. Zoning: Corrected the name of the Planning and Development Review Department.
Page 3	GE	Item 6. S.M.A.R.T Housing: Revised wording to clarify that a <u>copy</u> of the S.M.A.R.T. Housing certification letter is required.
Page 3	UI	Item 7. Development Team: Revised from "entities" to "persons or entities." Added the phrase "certified by the City of Austin" in reference to MBE/WBE.
Page 3	GE	Item 8. Development Schedule: Added "You may" to "re-order the steps according to the appropriate sequence for your project…." Also revised wording about needing separate development schedules if multiple properties are involved.
Page 4	GE	Item 9. Accessible and Adaptable Units: No change in wording but moved sentence up on the page to save space.
Page 5	GE	Item 10c. Experience and Qualifications -- Rental Development and Property Management: Reworded the paragraph for clarity. No content change.
Page 5	GE	Item 10d. Experience and Qualifications -- Rental Development and Property Management: Reworded the paragraph for clarity. No content change.
Page 5	GE	Item 11. Detailed Project Budget: Reworded the paragraph for clarity. No content change.
Page 6	GE	Item 12a. Funds Proposal -- Sources and Uses of Funds: Changed "letters of commitment" to "commitment letters"
Page 6	GE	Item 12c. Funds Proposal -- Operating Proforma: Inserted "the RHDA" to clarify the set of Program Guidelines to which the applicant is being referred.
Page 8	AC	Item 13. Neighborhood Support: To be consistent with current scoring criteria, added "If a letter of support was not offered, the applicant can provide evidence of an attempt to obtain a letter of support."
Page 9	GE	Item 14. Description of Supportive Services: Merged the content of Item 15, Experience and Qualifications (Supportive Services) and Item 16, Financial Information (Supportive Services) into Item 14.
Page 10	AC	Item 17. Accounting Requirements Applicable to all Applications: Deleted this item because the agreement to comply with accounting and financial requirements occurs after the project is approved, not at the time of application. For approved projects, the accounting and financial requirements are spelled out in the loan documents which are executed by the Borrower and become legally binding.
Page 10	AC	Item 18. Anti-Lobbying Agreement. Makes clear that only applications for projects likely to use G. O. Bond funding are subject to review by the HBRC and therefore, covered by the Anti-Lobbying Agreement.

Section	Type of Change	Change
Page 12	SC	Title: Delete "G. O. Bond" to make the scoring criteria useable for all fund sources, not just G. O. Bond funding.
Page 12	GE	Required Information: 2. Added "List of Items" after "Non-profit"
Page 12	SC	Evaluation Criteria: Minor revisions to wording. Change minimum and maximum scores based on changes to scoring criteria. Emphasize that a score above the minimum score is not a guarantee of funding.
Pages 12-17	GE	All scoring criteria: Changed format to put the point values in bold and on the left margin.
Page 12	SC	PROJECT BUDGET: Delete. Project budget is already a threshold item, and it seems illogical to assign a range of points, especially points for a budget that contains ineligible costs. [10 points deleted from maximum score.]
Page 13	SC	OPERATING PROFORMA: Delete. This is already a threshold item. In addition, staff who are not part of the scoring panel routinely work with the applicant prior to submission of the application, including reviewing the proforma. The proforma submitted with the application should have reasonable assumptions and therefore, no need to assign a range of points. [10 points deleted from maximum score.]
Page 13	GE	DEBT COVERAGE RATIO: Added the words "DCR of" or "DCR between" for the range of acceptable debt coverage ratios listed.
Page 14	SC	AFFORDABLE UNITS: Added "If development has a mix of 30%, 40%, and/or 50% MFI units, add the results for the percentage of units in each income category up to the maximum of 25 points. If the project has a percentage of units in a given income category that is not an exact multiple of ten as shown in the chart, please round up to the next multiple of 10 and use that point value.
Page 14	SC	TRANSITIONAL OR PERMANENT SUPPORTIVE HOUSING: Delete "Permanent Supportive Housing" since it will have its own score separate from Transitional Housing.
Page 14	SC	Insert new scoring criteria: "**Permanent Supportive Housing** (20 points). **20 points:** Project will contain one or more units that meet the definition of Permanent Supportive Housing as provided in the RHDA Program Guidelines." [20 points added to maximum score.]

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Page 15	GE	PRIORITY LOCATION: Delete "maximum" from "maximum 10 points" so that a range of points is not implied.
Page 15	GE	PRESERVATION OF AFFORDABLE UNITS: Delete "maximum" from "maximum 10 points" so that a range of points is not implied.
Page 9-10	SC	GEOGRAPHIC DISPERSION: Change the range of points from 0-20 to 5-25. Instead of zero points for an affordable housing development in a Very Low Priority Area, 5 points would be awarded. [5 points added to maximum score.]
Page 15	SC	AFFORDABILITY PERIOD: Increased points from 10 to 25 to since long-term affordability is one of the three affordable housing goals and to keep the point value consistent with the other two goals, deeper affordability and geographic dispersion. Also deleted "maximum" so that a range of points is not implied. [15 points added to maximum score.]
Page 15-16	SC	PROJECT READINESS: Delete all categories and point ranges. Replace with definition in FY 2010-11 Action Plan. Also deleted "maximum" so that a range of points is not implied.
Page 16	GE	MBE/WBE Project Participation: Delete "maximum" from "maximum 5 points" so that a range of points is not implied.
Page 17	GE	SUPPORTIVE SERVICES: Deleted repetitious wording in each point category "Appropriate supportive services will be provided and are described in detail." Revised the order of some sentences in each point category but did not change content.
Page 17	GE	PARTNERSHIP WITH NON-PROFITS: Delete "maximum" from "maximum 5 points" so that a range of points is not implied.