



CITY OF HOUSTON

Housing & Community Development Department

Sylvester Turner

Mayor

Tom McCasland
Director
2100 Travis, 9th Floor
Houston, Texas 77002

T. (832) 394-6200
F. (832) 395-9662
www.houstontx.gov/housing

February 19, 2019

Subject: Letter of Clarification No.1
Notice of Funding Availability(NOFA) – 2019
Disaster Recovery (DR-17) Multifamily Program- Round 1

Reference: Request for Proposal No.: T28910

To all Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To provide deadline for questions and answers:

Questions must be submitted by March 9, 2019
Final responses will be issued by March 15, 2019

- To answer the following questions:

1. Question: *February 25th "preliminary Submission" A) Should we submit per Submission Requirements of NOFA or is a single electronic copy of what is available okay? B) Is there a minimum amount of the Application and supporting documents that are required for this submittal?*

Answer: *A) 9% Housing Tax Credits – Commitment of Political Funding Letter
All 9% Tax Credit applicants who are applying for the NOFA will need to have their completed NOFA workbook application along with affidavits, and all other relevant information at the time submitted to HCDD by Monday February 25 @ at 3pm CST to HCDD. B) Please provide three hard copies in binders – one original, two copies, and one copy on a jump drive (with tabs delineated). You will still be required to submit a formal completed application for your project by March 29 at 3pm in the format requested in the NOFA. Please be sure to view format instructions.*

Applications will be accepted ONLY if addressed as follows:

Housing and Community Development Department
2100 Travis St., 9th Floor
Houston, TX 77002
Attn: Tywana Rhone

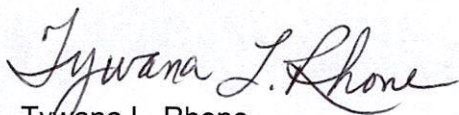
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2. Question: The 'NOFA Workbook' published by HCDD has a number of formula errors within it, one of which is causing it to inflate the debt service coverage. That specific error is adding 'Vacancy Loss' to 'Gross Potential Rent' instead of subtracting it out. This error is also inflating the 'Management Fee' expense, since it's a calculation based off the 'Effective Gross Income'. Also, the on the 'Unit Mix' tab, average numbers in the 'Grand Total' line are showing as "NA" if you don't have units in a specific category. My application will not have any Efficiency or Four Bedroom units, so it's causing the error noted. I'm part of the group that has to submit these materials by next Monday, February 25, 2019, so any clarification as to how we should handle these errors would be appreciated.

Answer: The workbook has been updated and the new version will be available on the website. Applicants should access the new version of the workbook at <https://recovery.houstontx.gov/contracting/>.

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document.

Furthermore, it is the responsibility of each PROPOSER to obtain any previous Letter(s) of Clarification associated with this solicitation.



Tywana L. Rhone
Division Manager
Procurement Services Division
832.394.6204