



2018 HOME SINGLE FAMILY OPEN CYCLE
APPLICATION SUBMISSION PROCEDURES MANUAL (“ASPM”)
 HOMEBUYER ASSISTANCE (“HBA”)
 AND
 TENANT-BASED RENTAL ASSISTANCE (“TBRA”)



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Part I: General Application Information

1) HOME Overview

- a) The State of Texas receives an annual fund allocation from the U.S. Department of Housing and Urban Development (“HUD”).
- b) The HOME Investment Partnerships Program (“HOME”) is authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 (42 United States Code Sections 12701-12839) and the Federal HOME Final Rule at 24 CFR Part 92, as amended.
- c) This application is governed by the Texas Department of Housing and Community Affairs’ HOME Rules at 10 Texas Administrative Code (“TAC”) Chapters 1, 2, and 23 in effect at the time the application is submitted.
- d) Additional or ‘cross-cutting’ Federal regulations cited in 24 CFR Part 92 must also be followed in administering any HOME Program Activity.
- e) Tex. Gov’t Code §2306.111(c) requires that the Texas Department of Housing and Community Affairs (“TDHCA” or the “Department”) expend 95% of HOME Program funds for the benefit of nonparticipating small cities and rural areas that do not qualify to receive funds under the Cranston-Gonzales National Affordable Housing Act directly from HUD. Five percent (5%) of the funds will be for the benefit of persons with disabilities who live in any area of the state.
- f) In accordance with Tex. Gov’t Code §2306.111(d-1)(2), Persons with Disabilities set-aside funds are not required to be allocated utilizing the Regional Allocation Formula (“RAF”) developed by the Department.
- g) Applicants recommended for funding consideration and approved by the TDHCA Governing Board will execute a written agreement with TDHCA and will agree to comply with all statutory, regulatory, and other legal requirements applicable to the HOME Program as described in the application.
- h) TDHCA provides technical assistance to all HOME Program Applicants to ensure that participants understand the State and Federal regulations governing the HOME Program.

2) General Applicant Eligibility Requirements

- a) Eligible Applicants are Units of General Local Government, private nonprofit organizations, Public Housing Authorities, Local Mental Health Authorities, and Councils of Government.
- b) If an Applicant that is a nonprofit organization is requesting a waiver of the grant application fee, they must do so in the resolution, and must state that the nonprofit organization offers expanded services such as child care, nutrition programs, job training assistance, health services, or human services.
- c) Applicants are encouraged to familiarize themselves with the Department’s certification and debarment policies prior to application submission.
- d) All applicants will be subject to a Previous Participation Review by the Department.

3) Match

- a) Each Application must meet the tiered Match requirement per Activity. Applications proposing Match in amounts that do not equal or exceed the Threshold requirements for the Activity type selected may be terminated without further review. Threshold Match Requirements are found in 10 TAC Chapter §23.40(a) for HBA. Match is not required for TBRA, but may be provided in

accordance with 10 TAC Chapter §23.61(i) in order to qualify the entity for additional Administrative funds of 1%.

- b) To be considered eligible Match, a contribution must be properly documented and must be a permanent contribution to the HOME project, and must not be federally sourced. Match must meet the requirements of 24 CFR Part 92 and 10 TAC Chapter 23. Please see the following table for an additional explanation of the Match categories.

MATCH TYPE	DOCUMENTATION REQUIRED AT APPLICATION
Cash /Cash equivalents from non-federal sources	Cash Match from private sources: Documentation must include a letter of commitment from the donor specifying an eligible end use and stating the source of funds. Letter of commitment must indicate the amount, terms, and conditions for transfer and specify funds are being provided in support of affordable HOME-assisted housing. Cash Match from public sources: Documentation must include a Resolution or copy of applicable ordinance allocating local funds from a non-federal source and identifying source, amount, and distribution. Match funds may be in the form of cash allocation for a specific purpose. Match funds may derive from the savings on a below market rate loan. See CPD Notice for computations.
Value of waived/foregone/deferred taxes, fees or charges associated with HOME projects (example: debris removal and container fees, tap fees, electrical hook up, building permits)	Waived/Foregone/Deferred fees: Documentation must include a printed fee/rate schedule from the city or county stating the dollar amount normally charged for each service. Waived/Foregone/Deferred taxes: Documentation must include a Resolution or ordinance passed by the city or county stating its intention to waive/reduce/forego/defer a specified projected amount in support of affordable HOME-assisted housing. Terms of the waiver must be specified, and must be legal under Texas tax regulations.
Value of donated labor (includes volunteer labor)	A single rate established by HUD shall be applicable for determining the value of unskilled labor (currently the rate is \$10.00/hour). The value of skilled labor shall be determined by the rate that the individual or entity performing the labor or service normally charges.
Value of donated professional services, including site preparation and demolition services	Documentation must include a letter of commitment from the donor describing specific professional services to be provided and specifying the normal hourly rate charged for the services. Letter of commitment must reflect eligible activities and may not include administrative work. Supportive services or counseling are not eligible Match if the funding source is federal. For the purpose of

	<p>calculating Match, the following categories and dollar amounts have been set by the Department as maximum allowable amounts:</p> <p>Demolition Services - \$4,000.00 per unit</p> <p>Site Preparation Services - \$1,500.00 per unit</p>
Cost of infrastructure improvements directly associated with HOME projects. (example: streets, sidewalks, gutters, street lights, utility lines and connections)	Documentation must include a local Resolution or binding private agreement from the donor specifying the type of improvement(s) the method of cost allocation to HOME projects being served, and verification that payment for the improvements is from non-federal sources. Infrastructure improvements must directly facilitate the occupancy of HOME units. Infrastructure improvements must be completed within 12 months prior to the commitment of HOME assistance or during the HOME assistance.
Rental value of donated use of site preparation or construction equipment	Documentation must include a local Resolution or binding private agreement from the donor specifying the cost method used to determine the donation value (example: rental rate multiplied by the number of hours/days for use of donated equipment). Match from private sources must be documented by a letter of commitment stating the cost breakdown of fees normally charged for equipment rental or use and specifying funds are being provided in support of affordable HOME-assisted housing. For donated materials, a letter of commitment must be provided stating the item and dollar value of the donated materials and specifying the donation is being provided in support of affordable HOME-assisted housing. <i>Note: Materials must be truly donated, not just discounted for volume.</i>
Value of donated construction materials	Documentation must include a letter of commitment from the donor stating the item and dollar value of the donated materials and specifying the donation is being provided in support of affordable HOME-assisted housing. <i>Note: Materials must be truly donated, not just discounted for volume.</i>
Value of donated land or other real property	Documentation must include a letter of commitment and from the donor stating the best available valuation specifying the donation is being provided in support of affordable HOME-assisted housing. Actual valuation can only be established by an independent appraisal at the time of transfer. <i>Note: Developers may not contribute land from their inventory as Match.</i>

Direct cost for homebuyer counseling	Documentation must include a Resolution or letter of commitment from the entity providing the service which includes a description of specific services, personnel involved and method of computing cost. May also include direct costs of salaries and materials directly attributable to counseling for homebuyers of HOME-assisted property prior to and during the period of affordability. The provider's overhead and administrative costs are not eligible.
Direct costs of certain supportive services for TBRA tenants	Documentation must include a letter of commitment or service agreement from the donor including a detailed description of the services provided and the cost of services. The funding source for supportive services must be non-federal. Supportive services must be necessary to facilitate independent living or as part of the self-sufficiency program and must be provided during the term of the TBRA contract.

4) Application and Award Limitations

- a) In accordance with the **2017 HOME Single Family Programs HBA and TBRA General Set-Aside**, the maximum award amount per application for:
 - i) **Homebuyer Assistance (“HBA”) activities is \$150,000 in Project Funds**, and no more than 4% of the Project Hard Costs exclusive of Match funds for administrative costs. The maximum amount eligible for project soft costs is defined in 10 TAC §23.41(e), and
 - ii) **Tenant-Based Rental Assistance (“TBRA”) is \$350,000 in Project Funds** and pursuant to §23.61(g), administrative costs can be no more than 4% of Direct Project Costs exclusive of Match funds if requesting soft costs, or administrative costs can be no more than 8% of Direct Project Costs exclusive of Match funds if NOT requesting any soft costs. Funds for administrative costs may be increased an additional 1% of Direct Project Costs if Match is provided in an amount equal to 5% or more of Direct Project Costs in accordance with 10 TAC §23.61(g). The maximum amount eligible for project soft costs is defined in 10 TAC §23.61(g)(1).
- b) Applicants may request more funding than the amount of funding available in the region and subregion, up to the NOFA limit for the Activity; however:
 - i) Applications which propose funding that exceeds the amount available subregionally will not be eligible to compete within the subregion.
 - ii) Applications which propose funding that exceeds the amount available in the region after the subregional collapse will not be eligible to compete in the regional collapse.
 - iii) Applications which propose funding that exceeds the amount available in the state after the regional collapse will not be eligible to compete in the statewide collapse.
- c) Administrator may request up to 10% of modified total direct costs (“MTDC”) as defined in 2 CFR §200.68, provided that the Administrator notifies the Department of the election to use the 10% MTDC approach with their Application, costs are consistently charged as either indirect or direct costs, and costs are not double charged or inconsistently charged as both. Administrative funds may only be utilized for eligible administrative costs in accordance with 24 CFR §92.207.

- d) Applicants can apply for more than one award under the Open Application Cycle, provided that the Applicant submits a separate Application for each request and the service areas identified in each Application are mutually exclusive and do not overlap. In no instance will the Department award more than two contracts to the same Applicant under the Open Application Cycle.

5) Contract Terms

- a) Any program activity funded under the HOME Program will be governed by a written contract that identifies the terms and conditions related to the awarded funds. The contract will not be effective until executed by all parties to the contract. In accordance with 10 TAC §23.26(b), the contract terms shall not exceed up to **21 months for HBA** and **36 months for TBRA**.
- b) Performance will be evaluated based on the benchmarks as stated in 10 TAC §23.26(c). Any funds not requested for a household after the commitment benchmark will be deobligated and returned to the Department, at the Department's discretion.

6) Application Review Process (Open Cycle)

- a) The process for application review is described in the HOME rules at 10 TAC §23.22(a). The NOFA establishes a deadline for receiving applications and indicates the approximate amount of available funds on a subregional and regional basis. The Department will periodically post a log to the Department's website updating the amount of funding available throughout the application acceptance period.
- b) The Department will accept applications on an ongoing basis for **HBA** and **TBRA** according to the following timeline established in the NFOA:
 - i) Applications for the Open Application Cycle will be accepted beginning on **Tuesday, January 22, 2019, at 10:00 a.m. Austin local time on a first-come, first-serve basis**. Applications received prior to the commencement of the Application acceptance period will not be accepted.
 - ii) On **Tuesday, March 26, 2019, at 10:00 a.m. Austin local time**, funds not requested under the Open Application Cycle utilizing the RAF will collapse and will be made available in any Uniform State Service Region. Applications will be accepted by the Department on an ongoing basis until the earlier of the award of all funds or **Tuesday, May 28, 2019, at 5:00 p.m. Austin local time**.
- c) Each application will be assigned a Received Date and Time based on the date it is first received by the Division. Applications received after the Application Deadline will not be accepted, reviewed, or considered for award.
- d) Applications received are reviewed for eligibility and threshold requirements regarding documentation and compliance with performance on previously awarded contracts. Applications will be prioritized for review based on a first-come, first-served basis as further described in the NOFA.
- e) The Department will ensure review of materials required under the NOFA and the application, and will issue a notice of any administrative deficiencies in accordance with 10 TAC §23.24(c). Note that administrative deficiencies that are not resolved timely may result in termination of the Application.
- f) All Applicants will be processed through the Department's Application Evaluation System, which will include a previous award and past performance evaluation. Poor past performance may disqualify an Applicant for a funding recommendation, or the recommendation may include conditions.

7) Administrative Deficiencies

- a) If an Application contains deficiencies, staff may request that the Applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original Application or to assist staff in evaluating the Application. The Department staff will request clarification or correction in a deficiency notice via an email or if an email address is not provided in the Application, by facsimile to the Applicant. Responses are required to be submitted electronically. The time period for responding to a deficiency notice commences on the first business day following the deficiency notice date. If an administrative deficiency is not resolved to the satisfaction of the Department by 5:00 pm on the 5th business day following the date of the deficiency notice, then the Application shall be terminated. Department staff may in good faith provide an Applicant confirmation that an administrative deficiency response has been received or that such response is satisfactory. Communication from staff that the response was satisfactory does not establish any entitlement eligibility status or to any presumption of having fulfilled any requirements. An administrative deficiency may not be cured if it would, in the Department's determination, substantially change an Application, or if the Applicant provides any new unrequested information to cure the deficiency.
- b) Pursuant to 10 TAC §23.25(5) an Application must be substantially complete when received by the Department. An Application will be terminated if an entire tab of the Application is missing; has excessive omissions of documentation from the threshold or selection criteria or uniform Application documentation; or is so unclear, disjointed, or incomplete that a thorough review cannot reasonably be performed by the Department, as determined by the Department. Such Application will be terminated without being processed as an administrative deficiency.
- c) Recommendations for funding will be presented to the Department's Executive Award and Review Advisory Committee before presentation to the TDHCA Governing Board. Funding recommendations will be made available on the Department's website at least seven (7) calendar days prior to the date of the Governing Board meeting at which staff recommendations are submitted for approval, unless an exigent matter requires a later posting (not less than a three day posting).
- d) In accordance with Tex. Gov't Code §2306.082 and 10 TAC §1.17, it is the Department's policy to encourage the use of appropriate Alternative Dispute Resolution procedures ("ADR") under the Governmental Dispute Resolution Act, Tex. Gov't Code Chapter 2009, to assist in resolving disputes under the Department's jurisdiction. As described in Tex. Gov't Code Chapter 154, Civil Practices and Remedies Code, ADR procedures include mediation.
- e) Except as prohibited by the Department's ex parte communications policy, the Department encourages informal communications between Department staff and Applicants, and other interested persons, to exchange information and informally resolve disputes. The Department also has administrative appeals processes to fairly and expeditiously resolve disputes. If at any time an Applicant or other person would like to engage the Department in an ADR procedure, the person may send a proposal to the Department's Dispute Resolution Coordinator. For additional information on the Department's ADR Policy, see the Department's General Administrative Rule on ADR at 10 TAC §1.17.
- f) An Applicant may have appeal rights for decisions made by staff in accordance with 10 TAC §1.7.

8) Audit Requirements

- a) An applicant is not eligible to receive funds or any other assistance from the Department unless a past audit or Audit Certification Form has been submitted to the Department in a satisfactory format in accordance with 10 TAC §1.3(d). Staff will not recommend applications for funding unless the Applicant has successfully completed a previous participation review as outlined in 10 TAC §1.303.
- b) Applicants are required to have a Unique Entity Identifier Number ("UEIN") (previously referred to as a Data Universal Numbering System or "DUNS" number). A UEIN number is a unique nine-digit identification number provided by the commercial company D&B. Call D&B at 866-705-5711 if you do not have a UEIN number or register on line at www.dnb.com and click on the tab "D&B D-U-N-S Number" then follow the directions provided. The process to request a UEIN is short and free of charge.
- c) Applicants are also required to register in the System for Award Management ("SAM"). The SAM is the primary registrant database for the U.S. Federal Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term "assistance awards" includes grants, cooperative agreements and other forms of Federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants".
- d) Both current and potential Federal government registrants are required to register in SAM in order to be awarded contracts by the Federal government. You may register in the SAM at <https://www.sam.gov>. You must have a UEIN number in order to register with the SAM.

9) Performance Reviews and Sanctions

The Department may review and monitor the performance of Administrators in carrying out its responsibilities in accordance with the Contract, 10 TAC Chapters 1, 20 and 23, the Final Rule and any other applicable Federal and State requirements.

10) Application Fees and Waiver of Application Fees

- a) Applicants are required to remit a non-refundable application fee payable to the Texas Department of Housing and Community Affairs in the amount of \$30.00 per application. Please send a check, cashier's check, or money order. Do not send cash.
- b) Tex. Gov't Code §2306.147(b) requires the Department waive application fees for nonprofit organizations that offer expanded services such as child care, nutrition programs, job training assistance, and health or human services. If the Applicant wishes the Department to waive the application fee, the Applicant must state in the Resolution that the nonprofit organization offers expanded services to be eligible for this fee exemption.
- c) The application fee is not an eligible or reimbursable cost under the HOME Program.

11) Application Deadline

- a) The application with the required fee must be received by the Department at the time of application submission.

- b) Applications that do not meet the filing deadline requirements will not be considered for funding. The Department will accept applications from the date stated in the NOFA that is published on the Department's web site until the deadline.

Part II: Application Submission

1) Required Format

- a) Applications must be on forms provided by the Department, cannot be altered or modified, and must be in final form before submission to the Department.
- b) **One copy of the Application in EXCEL format, and one copy of the Application including all attachments in PDF format must be received by the Department by the application deadline. Both EXCEL and PDF formats must be submitted to constitute an application. Instructions for how to submit the applications are described in 4) Submission Procedures of this section.**
- c) The Applicant is responsible for ensuring that the Application is submitted in the correct format, and that the Application components and files are not corrupted. Applicants are encouraged to contact the Department after Application submission but before the closing of the NOFA to ensure that the files submitted were not corrupt and may be reviewed. Applications files which cannot be opened and reviewed by the Department are not eligible for award.
- d) The Application includes a Volume 1 and 2 and must be submitted with both EXCEL and PDF formats to constitute an Application.
- e) **Hard copy submissions are not an acceptable application format.** Any hard copies received by the Department will be confidentially destroyed and will not be considered as an Application for the purposes of review or receipt of an Application.

2) Excel Application Document

- a) The Application is an EXCEL Workbook, and consists of a series of tabs. Please fill out each tab to the best of your ability. Please use the drop-down menu when prompted, to answer questions.
- b) After you complete the application, save it as an excel document using the following format (red lettering indicates Applicant must provide the Applicant's name):
2018_ APPLICANT NAME_HBA_OPEN_Application.xls
or
2018_ APPLICANT NAME_TBRA_OPEN_Application.xls

3) PDF Application Document

- a) The PDF Application file is created by converting the EXCEL Workbook file to PDF format. The workbook can be converted using the following steps:



- i) Click the Microsoft Office Button
- ii) Point to the arrow next to Save As, and then click **PDF** or **XPS**
- iii) In the File Name list, type or select a name for the workbook using the following format (red lettering indicates Applicant must provide the Applicant's name):
2018_ APPLICANT NAME_HBA_OPEN_Application.pdf
or
2018_ APPLICANT NAME_TBRA_OPEN_Application.pdf

- iv) In the Save as type list, click **PDF**
 - v) If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
 - vi) Under Optimize for, click **Standard (publishing online and printing)**
 - vii) Click **Options**
 - viii) Under Publish What: select **Entire Workbook** then click **OK**
 - ix) Click **Publish**
- b) Remember that there are tabs that require support documentation and/or signatures. Tabs that require additional documentation are noted with a red paperclip symbol.



- c) Once you have executed all required documents and forms, scan them and insert the scanned documents and forms into the PDF application file, behind the respective tab. The Application must be the electronic PDF file created from the Excel file, not a scanned copy of the Excel or PDF file. Scanned copies of the Application are difficult to read, and slow down the process for staff and make it more difficult for applicants to review for completeness of the application prior to submission.
- d) Creating Bookmarks
- i) After the Excel file has been converted to PDF and all executed forms have been re-inserted into their appropriate location within the file, you will need to create Bookmarks. To correctly set the Bookmark locations you must have the PDF file open in Adobe Acrobat. Click on the Bookmark icon located on the left-hand side of the Adobe Acrobat screen, or go to the task bar and select these options in the following order: **View → Navigation Panels → Bookmarks**.
 - ii) If a Bookmark has already been created for each tab within the Excel file, simply re-set the bookmarks to the correct locations. To re-set the location for the Bookmarks, go to the first page of each separately labeled form/exhibit. You will then right-click on the corresponding Bookmark for the form/exhibit you are currently viewing. Select **Set Destination** and a pop-up box will appear asking you the following: "Are you sure you want to set the destination of the selected bookmark to the current location?" Select **Yes**.
 - iii) If Bookmarks were not already created within the Excel file, then you will need to create these Bookmarks. Go to **Document → Add Bookmark**. Right-click on the first Bookmark and re-name it for the appropriate form or exhibit. You will then need to set the location of the Bookmark by going to the first page of each form or exhibit, right click on the corresponding Bookmark and select **Set Destination**. A pop-up box will appear asking you the following: "Are you sure you want to set the destination of the selected bookmark to the current location?" Select **Yes**.
 - iv) If after conversion of the Excel file to PDF you have extra blank pages of any exhibit, you can delete those pages in order to limit the size of the file. To delete any extra, unnecessary pages identify the page number(s) you want deleted. On the Adobe Acrobat Task Bar click on Document and select Delete Pages from the drop down list. A box will appear prompting you to select which page(s) you would like to delete. Enter the page numbers to be deleted and hit **OK**.
 - v) The PDF formatted file must be checked for the following prior to submission:
 - (1) Each tab must be correctly bookmarked
 - (2) Files should average less than 100 kilobytes per page

- (3) Files must be readable with free PDF file viewers including Adobe Reader and be compatible with Adobe Reader 5.0 and above
- (4) Files should be saved so that "Fast Web View" (or page at a time downloading) is enabled
- (5) Text within the PDF file should be searchable using the "Find" command in the PDF viewer

4) Submission Procedure

- a) **One copy of the Application in EXCEL format, and one copy of the Application including all attachments in PDF format must be uploaded to TDHCA's FTP server and received by the Department by the application deadline.** To submit via the FTP server, go to the following website and use the username and password below:

<https://sf-files.tdhca.state.tx.us/>

User Name : HOMEApp

Password: H44QXyxF

Upload your application by using the "upload" button in the lower left-hand corner of your screen.

- b) Application fees that are to be mailed in may be submitted via overnight delivery or U.S. Postal Service.

For overnight delivery:

HOME Division
221 East 11th Street
Austin, TX 78701-2410

Or via the U.S. Postal Service:

Texas Department of Housing and Community Affairs
HOME Division
PO Box 13941
Austin, TX 78711-3941

Part III: Application Procedures and Contents

1) Application Procedures

- a) Each application for HOME Single-Family Programs will consist of Volume 1 and Volume 2 for Contract Awards. Volume 1 contains general applicant information and the cash reserve threshold requirement and will be the same for each Applicant. Volume 2 contains Activity specific information, including additional threshold criteria.
- b) Additional documentation requirements are only required to be present on the PDF Application Document.

2) Volume 1 – General Applicant Information

Volume 1 consists of 6 tabs and a submission checklist.

- a) **Volume 1 – Tab 1: Applicant Information.** This tab is general information about the Applicant. Complete all highlighted fields.
- b) **Volume 1 – Tab 2 Nonprofit Organization:** Nonprofit Organization Information. This tab requires submission of the nonprofit organization’s by-laws behind the tab for HBA applications; by-laws are not required for TBRA applications. This tab is required for all nonprofit organizations applying for HOME funds; other entities may leave tab blank.
- c) **Volume 1 – Tab 3: Disclosures.** This tab may require submission of a supplemental narrative behind the tab if the Applicant answers questions under Part A in the affirmative.
- d) **Volume 1 – Tab 4: Previous Participation.** This tab requires submission of the Previous Participation information more thoroughly described in the Application.
- e) **Volume 1 – Tab 5: Cash Reserves. Adequate cash reserves are a threshold requirement for all Applications.** Cash reserves up to the maximum amount required is reported on this tab. Additional documentation must be submitted behind the tab as further described in the Application.
- f) **Volume 1 – Tab 6: Administrative Forms.** Required forms for all Applications as described in the Application must be submitted behind this tab.
- g) **Volume 1 Submission Checklist.** This tab is a checklist for submission requirements for Volume 1 of the Application.

3) Volume 2 – Homebuyer Assistance Applications

- a) **Volume 2 – Tab 1: HBA Funding Request.** Complete this tab fully. Applicants that request more funding than the NOFA limits for HBA will not be eligible for award. In accordance with 10 TAC §23.40(a), there is a Match requirement for HBA that must be at least 5 percent of Direct Project Costs.
- b) **Volume 2 – Tab 2: HBA Matching Funds. Matching funds equal to at least 5% of Direct Project Costs are a threshold requirement for HBA.** Applicants must list all anticipated sources of Match on this tab. Match that is shown on the tab should be supported by documentation submitted behind the tab. The source of the Match contribution may change after a contract is awarded under the NOFA, but the total Match contribution pledged in the Application will be contractually required.
- c) **Volume 2 – Tab 3: HBA Application Service Area.** The service area for the Application will be reflected in the contract and activities proposed that are outside of the service area will not be

approved. Please note that funding cannot be used in participating jurisdictions for non set-aside funds.

- d) **Volume 2 – Tab 4: Affirmative Fair Housing Marketing Plan.** Applicants must establish an Affirmative Fair Housing Marketing Plan ("AFHMP") in accordance with 10 TAC §20.9(d) and must submit the completed plan behind this tab.
- e) **Volume 2 – Tab 5: Resolution. Submission of a resolution which includes all provisions listed in the Application and at 10 TAC §23.25(a)(2) is a threshold requirement for all Activities.**
- f) **Volume 2 – Tab 6: Lender Marketing, Homebuyer Counseling and HBA Activity Questionnaire.** Applicants must market the HOME HBA Program to lenders/financial institutions as detailed in the Application behind this tab. Applicants must provide information about the Applicant's Homebuyer Counseling program, including the certification of the trainer, if applicable. Applicants must complete all questions under the HBA Program Activity Questionnaire.
- g) **Volume 2 – Tab 7: Certification of Applicant.** The tab must be executed by the Applicant's signature authority. Applicant must specify if they elect to charge an indirect cost rate by selecting either "Yes" or "No" from dropdown menu.
- h) **Volume 2 – Tab 8: Volume 2 Submission Checklist.** The checklist is for Volume 2 application content.

4) Volume 2 – Tenant-Based Rental Assistance Applications

- i) **Volume 2 – Tab 1: TBRA Funding Request.** Complete this tab fully. Applicants that request more funding than the NOFA limits for TBRA will not be eligible for award. **Volume 2 – Tab 2: TBRA Matching Funds. Match is not a threshold item;** however Applicants may provide Match for additional administrative funding. Funds for administrative costs may be increased an additional 1 percent of Direct Project Costs if Match is provided in an amount equal to 5 percent or more of Direct Project Costs. If the Application proposes Match, Applicants must list all anticipated sources of Match on this tab. Match that is shown on the tab should be supported by documentation submitted behind the tab. The source of the Match contribution may change after a contract is awarded under the NOFA, but the total Match contribution pledged in the Application will be contractually required if increased Administrative funds are awarded based on the Match pledged at Application.
- j) **Volume 2 – Tab 3: TBRA Application Service Area.** The service area for the Application will be reflected in the contract and activities proposed that are outside of the service area will not be approved.
- k) **Volume 2 – Tab 4: Affirmative Fair Housing Marketing Plan.** Applicants must establish an Affirmative Fair Housing Marketing Plan ("AFHMP") in accordance with 10 TAC §20.9(d) and must submit the completed plan behind this tab.
- l) **Volume 2 – Tab 5: Resolution. Submission of a resolution which includes all provisions listed in the Application and at 10 TAC §23.25(a)(2) is a threshold requirement for all Activities.**
- m) **Volume 2 – Tab 6: TBRA Program Activity Questionnaire.** Applicants must complete the questionnaire.
- n) **Volume 2 – Tab 7: Self-Sufficiency Plan.** Applicants must describe the self-sufficiency plan for the TBRA program. The self-sufficiency plan must contain information about transition of tenants towards self-sufficiency, and towards obtaining permanent housing (either assisted or unassisted) before the end of the 24 month term of assistance to the household.

- o) **Volume 2 – Tab 8: Certification of Applicant.** The tab must be executed by the Applicant’s signature authority. Applicant must specify if they elect to charge an indirect cost rate by selecting either “Yes” or “No” from dropdown menu.
- p) **Volume 2 – Tab 9: Volume 2 Submission Checklist.** The checklist is for Volume 2 application content.