



**Texas Department of Housing and Community Affairs
Texas Housing Trust Fund Division
Amy Young Barrier Removal Program**



RESERVATION SYSTEM ACCESS APPLICATION

The Texas Department of Housing and Community Affairs (TDHCA) makes Amy Young Barrier Removal (AYBR) Program funds available for Administrators to reserve on behalf of eligible People with Disabilities. Administrators submit reservations through TDHCA's Reservation System on a first-come, first-served basis. A successful application is not a guarantee of funding.

This is an application for an eligible entity to apply to become an AYBR Administrator and execute an AYBR Program Reservation System Agreement (AYBR RSP Agreement) with TDHCA. The undersigned has read and understands the application instructions and certifies that all information herein is true and correct to the best of their knowledge and belief.

This application is signed by a person authorized through a resolution (attached) from the Board of Directors, City Council, or Commissioners Court, to execute documents on the Applicant's behalf.

Signature

Date

Printed Name & Title

PLEASE SCAN AND EMAIL ALL PAGES OF THIS APPLICATION
PLUS THE BOARD RESOLUTION, PREVIOUS PARTICIPATION FORM, AND
ANY APPLICABLE ITEMS LISTED BELOW TO:

htf@tdhca.texas.gov

For more information, please also contact htf@tdhca.texas.gov

Applicant's Legal Name: (per the Secretary of State or DBA)		
Contact Person's Name:		
Contact Person's Email:		
Contact Person's Phone:		
Mailing Address:		
Physical Address (if different):		
Applicant Fiscal Year Ends:	(month)	(day)
<p>Applicant is legally formed as a:</p> <p><input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Public Housing Authority</p> <p><input type="checkbox"/> Unit of Local Government <input type="checkbox"/> Local Mental Health Authority</p> <p><input type="checkbox"/> Council of Government</p>		
<p>All cities and/or counties Applicant intends to serve through the Program:</p>		
<p><input type="checkbox"/> Resolution from the Board of Directors, City Council, or Commissioners Court:</p> <ul style="list-style-type: none"> ○ Signed and dated within the past 6 months ○ States that the board, city council, or commissioners court have approved the application to access the Reservation System for TDHCA's Amy Young Barrier Removal Program; and ○ States the name and/or title of the individual authorized to execute a TDHCA Reservation System Access Agreement. <p><input type="checkbox"/> Uniform Previous Participation Form for Single Family:</p> <ul style="list-style-type: none"> ○ Identify previous participation during the last 3 years in any TDHCA programs (rental development, community affairs, or single family) on the "Uniform Previous Participation Form for Single Family" available at https://www.tdhca.texas.gov/compliance-forms, under "Program Forms." <p>WARNING: Title 18, Section 1001 of the U.S. Code makes it a criminal offence to make willful, false statements or misrepresentations to any department or agency in the United States as to any matter within its jurisdiction.</p>		

- Summary documenting at least 2 years of experience** in housing rehabilitation for Low-Income Households in Texas:
 - Describe the capacity of key staff members and their skills and experience in client intake, records management, and managing housing rehabilitation.
 - Describe organizational knowledge and experience in serving Persons with Disabilities.
 - Attach completed “Qualified Inspector Certification” form(s), available online under “Program Resources”: <https://www.tdhca.texas.gov/aybr-program-administration>

- Evidence of financial accountability standards**, demonstrated by:
 - An audited financial statement by a Certified Public Accountant from the most recent fiscal year **OR** a current dated and signed financial statement for the period since last audit produced.

For Nonprofit Organizations that do not yet have audited financial statements:

- A resolution from the Board of Directors that is signed and dated within the 6 months preceding this application and certifies that the accounting procedures used by the organization conform to Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Standards Board (FASB), “Financial Statements of Not-For-Profit Organizations.”

Note: TDHCA may require the Administrator to submit a [Single Audit Certification Form](#) (ACF) after executing a Reservation Agreement. Administrators submit an ACF within two months after the end of their fiscal year to report the amount of Federal and State funds expended during that fiscal year and any outstanding balance of federal loans if there are continuing compliance requirements other than repayment of the loan.

- Fidelity Bond** – The Department requires that non-governmental Administrators of federal or state funds maintain adequate fidelity bond coverage, indemnifying the Administrator against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more of its employees, officers, or other persons holding a position of trust. The fidelity bond must be for at least the greater of \$50,000 or 10% of the total funds reserved.

In accordance with 10 TAC §1.406, Applicants that are not units of local government must provide the below:

- A fidelity bond obtained from a company holding a certificate of authority to issue such bonds in the State of Texas.
- A fidelity bond that states the amount (minimum \$50,000), the period of coverage, the positions covered, and the annual cost of the bond.
- A fidelity bond that includes all persons authorized to sign or counter-sign checks or to disburse sizable amounts of cash in an amount that exceeds \$250. Persons who handle only petty cash (amounts of less than \$250) and bond officials who are authorized to sign payment vouchers but are not

authorized to sign or counter-sign checks or to disburse cash need not be bonded.

- A certification signed and dated within the past 6 months that states if total funds reserved exceed \$500,000, Applicant will increase the fidelity bond amount as needed to meet the minimum *10% of total funds reserved* requirement.

Wire Transfer Memo on Applicant's letterhead giving "same-day wiring instructions" listing the following:

- Applicant's financial institution's name and branch address
- Applicant's financial institution's representative's name, email and phone number
- Applicant's account number
- Applicant's routing number for SAME-DAY WIRE TRANSFERS (this can be different from the routing number for checking accounts)
- Applicant's accounting staff member's name, email and phone number
- Signed and dated within the past 6 months
- AP-152 Texas Application for Payee ID Form (<https://www.tdhca.texas.gov/sites/default/files/SFHP-division/docs/AP-152.pdf>) (TIN). A new version of this form is required each time a new Reservation Agreement is activated, even if Applicant already has a Texas Payee ID.

Language Access Plan (LAP) that ensures persons with Limited English Proficiency (LEP) have meaningful access to services activities, programs, and benefits. An LEP person is someone who is not able to speak, read, write, or understand the English language at a level that allows for effective communication with staff. Refer to https://www.youtube.com/watch?v=GwHAPD-njEM&list=PLIW-C-0ioJwRaquaFamlyY69QV_r2O8jj&index=7 for guidance.

- Methods of providing outreach and the notice that language assistance is available to LEP persons
- List of critical materials and vital documents translated to ensure meaningful access to the program
- How translation services are provided (contracted provider, telephonic, bilingual staff)
- Contact information for bilingual staff used in translation services, if applicable
- Policy for Staff training
- Policy for reviewing and updating the LAP, as needed
- Procedure for handling complaints

IF APPLICABLE, 501(c)(3) Letter (Nonprofit Organizations only):

- A current tax exemption ruling from the Internal Revenue Service under §501(c)(3) of the Internal Revenue Code of 1986, as evidenced by a determination letter dated 1986 or later; OR classification as a subordinate of a central organization nonprofit under the Internal Revenue Code §501(c)(3), as evidenced by a group determination letter dated

1986 or later that specifically lists the applicant. The exemption ruling must be effective at the time this application is submitted and must continue to be effective throughout the agreement period to access the Reservation System. A pending application for tax-exempt status cannot be used to comply with the tax status requirement.

- IF APPLICABLE, copies of executed contracts with consultants** or other organizations that will assist in the implementation of AYBR Program activities. Include a summary of the consultant or other organization's experience in housing rehabilitation and/or serving Persons with Disabilities.