



**HOUSING TRUST FUND DIVISION  
HOMEBUYER ASSISTANCE PROGRAM  
CERTIFICATION APPLICATION**

The purpose of this application is to identify organizations that have the capacity to originate loans made by the Texas Department of Housing and Community Affairs (Department) under the Homebuyer Assistance Program.

The undersigned hereby makes application to the Department for certification to participate as an Administrator and 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. **Application must have the original signature from a representative with authority to execute documents on the Applicant's behalf.**

\_\_\_\_\_  
*Applicant's Authorized Representative's Signature*      *Representative's Printed Name, Title*      *Date*

**1. APPLICANT CONTACT INFORMATION**

**A. APPLICANT CONTACT INFORMATION**

Applicant's Legal Name: (as it appears with the Texas Secretary of State Office')		Phone:	
Applicant's Contact Name:		Fax:	
Applicant's Mailing Address:			
City, State, ZIP:			
<i>If Applicant's "Physical Address" is different from the "Mailing Address," provide the physical address below:</i>			
Applicant's Physical Address:			
City, State, ZIP:			
Email Address:			

**B. APPLICANT LEGAL DESCRIPTION**

Legal Form of Applicant ( <i>check only one</i> ):	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Units of Local Government
	<input type="checkbox"/> Public Housing Authorities (PHAs)	<input type="checkbox"/> For Profit Organization

Is Applicant in good standing with the Texas Secretary of State?     No  Yes Filing # \_\_\_\_\_

Is Applicant in good standing with the Texas Comptroller's Office?     No  Yes Filing # \_\_\_\_\_

**Organizations that are currently approved to participate in the Department's Texas First Time Homebuyer Program and the Texas Bootstrap Loan Program may stop at this point. If additional information is required the Department staff will contact you by email.**

All other applicants please refer to Exhibit 1 to ensure that all other necessary information is submitted for review.

Applicants who have received an award from the Department in the past must be in compliance with any contracts currently in place with the Department. Approval of any applicant is subject to Chapter 2306 of the Texas Government Code and the Texas Administrative Code, Title 10, Part 1, Chapter 51 (Housing Trust Fund Rule).

A nonprofit organization's pending application for §501(c)(3) status cannot be used to comply with the tax status requirement.

## EXHIBIT 1. CHECKLIST

The information contained in the following checklist refers to the Department's enabling legislation Section 2306 of the Texas Government Code, Housing Trust Fund (HTF) Rule adopted by the Department's Governing Board and/or the Notice of Funding Availability (NOFA). Please include this documentation with your application for certification:

### LEGAL STATUS

- A.  Charter;
- B.  Articles of Incorporation
- C.  By-Laws
- D.  Nonprofit applicants, as defined in HTF Rule, must submit:
  - A current tax exemption ruling from the Internal Revenue Service (IRS) under §501(c)(3), a charitable, nonprofit corporation, of the Internal Revenue Code of 1986, as evidenced by a determination letter from the IRS that is dated 1986 or later. The exemption ruling must be effective on the date of the application and must continue to be effective while certified as a NOHP; or
  - Classification as a subordinate of a central organization non-profit under the Internal Revenue Code §501(c)(3), as evidenced by a current group determination letter, that is dated 1986 or later, from the IRS that includes the Applicant. The group exemption letter must specifically list the Applicant.
  - A copy of the applicant's most recent IRS 990.

### FINANCIAL CAPACITY

- A. Provide the following information:
  - Nonprofit Organizations must submit audited financial statements for the most recent fiscal year completed, no older than 2008.

### ORGANIZATIONAL STRUCTURE

- A. Governing Board of Directors, Council, Commission, and/or Officers representation:
  - Provide current roster of all Board of Directors, Council, Commissioners, Directors and/or Officers including names, mailing addresses and phone numbers.
- B. Resolution:
  - All applications must include an original resolution that is signed by the applicant's direct governing body (Board, Council or Commission) and:
    - Is dated within the six (6) months preceding the application submission date;
    - Authorizes the submission of the application;
    - Lists the name and title of the person authorized to execute agreements on behalf of the applicant;
- C. Experience Providing Services to Homebuyers or Veterans.
  - Applicants must have at least one (1) year of experience providing services to low-income homebuyers or veterans evidenced by current or previous contracts with the Department or with other funding entities. To satisfy this requirement, applicants may provide evidence of a partnership with an entity or organization that meets the requirement, such as a contract or memorandum of understanding (MOU). A letter of support or intent to partner does not satisfy this requirement.
  - Resumes of current staff members who will implement Program activities, or job descriptions for unfilled positions.

*Texas Department of Housing & Community Affairs  
Housing Trust Fund Division  
Attention: Raul Gonzales  
P.O. Box 13941  
Austin, TX 78711-3941*

If you require further information or clarification, please contact Raul Gonzales at (512) 475-1473.