

LRGVDC HURRICANE DOLLY CDBG-DR FUNDING

ROUND 2.2

**Disaster Recovery Program
Homebuyer Assistance Program
Certification Application**

Published and Released June 5, 2013

The purpose of this application is to identify organizations that have the capacity to originate loans made by the Lower Rio Grande Development Council (LRGVDC) under the Homebuyer Assistance Program.

The undersigned hereby makes application to the LRGVDC 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 # _____

Please refer to Exhibit 1 to ensure that all other necessary information is submitted for review.

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

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EXHIBIT 1. CHECKLIST

The information contained in the following checklist is required information to participate in the LRGVDC's HBA Program. Please include this documentation with your application for certification:

LEGAL STATUS

- A. Charter;
- B. Articles of Incorporation
- C. By-Laws
- D. Nonprofit applicants, 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 2010. Governmental entities receiving more than \$500,000 in federal funding must submit the most recent Single Audit.

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, phone numbers and email addresses.
- 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;

Prior to executing a participation agreement
- C. **Experience Providing Services to Homebuyers participating in Affordable Home Programs.**
 - Applicants must have at least one (1) year of experience providing services to low-income residents participating in an Affordable Home Program as evidenced by current or previous contracts

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with the Texas Department of Housing and Community Affairs 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.

Questions regarding this Homebuyer Assistance Program Certification Application should be addressed to:

Lower Rio Grande Development Council
ATTN: Victor Morales
301 W. Railroad, Weslaco, Texas, 78596
Or
E-mail: vmorales@lrgvdc.org