



**TEXAS BOOTSTRAP LOAN PROGRAM
NONPROFIT OWNER-BUILDER HOUSING PROVIDER (NOHP)
CERTIFICATION APPLICATION**

The purpose of this application is to identify organizations that have the capacity to originate and process mortgage loans on behalf of the Texas Department of Housing and Community Affairs (Department); provide owner-builder education classes; supervise and assist owner-builders in building or rehabilitating housing using self-help construction; and administer loans made by the Department under the Texas Bootstrap Loan Program.

The undersigned hereby makes application to the Department for certification to participate as a Nonprofit Owner-Builder Housing Provider 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"/> Colonia Self-Help Center
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Colonia Self-Help Center: Must provide a letter from the appropriate funding entity/charter demonstrating a good standing performance and/or certification standing.

The Applicant must have the following tax status:

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

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 # _____

2. LOCATION OF PROGRAM ACTIVITY

Separately list the county or counties in which the funds will be used	Check the box below which best describes the area within the county that will be served.
1.	<input type="checkbox"/> Entire county or <input type="checkbox"/> List specific city or cities that will be served:
2.	<input type="checkbox"/> Entire county or <input type="checkbox"/> List specific city or cities that will be served:

3. PROGRAM ACTIVITIES

A. PROGRAM ELIGIBLE ACTIVITIES

Check the boxes next to the program name to indicate the activities that will be utilized through the Program

	Interim Construction	Residential Construction	Purchase Money
Activities for which Texas Bootstrap Loan Programs funds will be used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

EXHIBIT 1. NOHP CHECKLIST

The information contained in the following checklist refers to the Nonprofit Owner-Builder Housing Provider Eligibility of the Department's enabling legislation Subchapter FF, Section 2306.755 of the Texas Government Code and/or Program Rules adopted by the Department's Governing Board. Please include this documentation with your application for certification:

LEGAL STATUS

- A. Charter;
- B. Articles of Incorporation
- C. By-Laws
- D. Copy of 501(c)(3) Determination Letter from the IRS that is dated 1986 or later.
- 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.
- E. Has among its purposes the provision of decent housing that is affordable to very low income people and can legally obligate itself to administer funds, as evidenced by a statement in the organizations:
- Charter,
 - Articles of Incorporation,
 - Resolutions, or
 - By-laws
- F. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
- Charter,
 - Articles of Incorporation,
 - Resolutions, or
 - By-laws

FINANCIAL CAPACITY

- A. Provide the following information:
- Evidence of financial accountability standards, as demonstrated by:
- A notarized statement by the Executive Director or chief financial officer of the organization; or
 - A certification from a Certified Public Accountant; and
 - An audited financial statement from most recent fiscal year; or
 - A current dated and signed financial statement for period since last audit produced.

SELF-HELP CONSTRUCTION CAPACITY AND EXPERIENCE

- A. Provide evidence of at least one year experience that the Applicant has the capacity to administer and manage the proposed program/project, demonstrated through previous experience either by the Applicant, cooperating entity or key staff (including other contracted service providers), in originating and processing mortgage loan applications, program management, managing volunteer labor projects, managing self-help construction housing projects, involving acquisition, rehabilitation, reconstruction, new construction. Administer home buyer education classes, real estate finance counseling and training or other activities relevant to the proposed program as demonstrated by:
- Resumes and/or statements that describe the experience of key staff members who have the background and proven ability to perform responsibly in the field of "Self-Help" construction or other business management or administrative ventures which indicate an ability to perform responsibly in the field of "Self-Help" construction, or
 - Contract (s) with consultant firms or individuals who have "Self-Help" construction experience, which agrees in writing to train appropriate key staff of the organization and help carry out its responsibilities.

ORGANIZATIONAL STRUCTURE

- A. Governing Board, Directors and Officers representation:
- Provide current roster of all Board of Directors, Directors and Officers including names, mailing addresses and phone numbers.

PROGRAM DESIGN

- Applicant must provide details, such as number of houses they are proposing to build, type of proposed financing structure and construction timeliness in order to show evidence of its ability to carry out the Texas Bootstrap Loan Program.
- Applicant must provide copies of Program guidelines used to qualify Owner-Builders and homebuyer course curriculum in order to show evidence of its experience in qualifying potential Owner-Builders; providing education classes, counseling and training.
- Owner-Builder Applicants must provide at least 65% of the labor necessary to build the proposed housing by working through a Nonprofit Owner-Builder Housing Provider. Describe in detail how the Owner-Builder Applicants will meet the 65% sweat equity requirement.

*TDHCA, Office of Colonia Initiatives
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.