



**Notice of Funding Availability (NOFA) for 2022-2 Texas Homeowner Assistance Fund Intake Centers, Housing Counseling Services, and Legal Services**

The Texas Department of Housing and Community Affairs (the Department) announces a NOFA making up to Twelve Million, Seven Thousand Two Hundred and Forty-Seven Dollars (\$12,007,247) of Texas Homeowner Assistance Funds available to Subrecipients to provide Intake Centers, Housing Counseling Services, and Legal Services. Interested organizations can apply to provide one, two, or all three of the possible service categories as further described in this NOFA.

Interested applicants must meet the requirements set forth in this NOFA and must submit a complete application through the established system described. Applications will be reviewed and awarded on a first-come, first-served basis. TDHCA may elect to fund only one organization in a given geographic area.

The NOFA is available on the Department's web site at <http://www.tdhca.state.tx.us/nofa.htm> and the application forms referenced in this packet and submission instructions are available on the Department website at <https://www.tdhca.state.tx.us/HAF-Announcement.htm>. The Department looks forward to receiving your completed application. Should you have any questions, please contact Lanette Johndrow at [Lanette.Johndrow@tdhca.state.tx.us](mailto:Lanette.Johndrow@tdhca.state.tx.us) or Felipe Romero at [felipe.romero@tdhca.state.tx.us](mailto:felipe.romero@tdhca.state.tx.us).

**I. Application Instructions**

**A. Application deadline:**

Starting October 24, 2022, applications will be accepted on a first-come, first-served basis. Applications will continue to be accepted until December 15, 2022, or when all funds have been committed, whichever occurs first. As applications come in, the Department will continue to review and approve applications to the extent that a geographic area does not yet have coverage and funds are available. Only a limited number of awards will be made, it is encouraged that applicant organizations submit quickly and confirm with staff prior to submitting an application on whether the Department is still seeking applicants for a given service in a geographic area. Except in the large metropolitan areas or Persistent Poverty Counties, in general only one organization will be selected to provide each type of service in any given county, except that more than one organization may be selected to ensure that Underserved Populations, Socially Disadvantaged households, or those with Limited English Proficiency (LEP) are served.

## **B. Electronic Submission:**

All responses must be submitted electronically to be considered eligible applications. Applications must be emailed, with all exhibits completed, to Felipe Romero at [felipe.romero@tdhca.state.tx.us](mailto:felipe.romero@tdhca.state.tx.us).

## **C. Application Questions**

Application questions may be submitted via email to Lanette Johndrow at [Lanette.Johndrow@tdhca.state.tx.us](mailto:Lanette.Johndrow@tdhca.state.tx.us) or Felipe Romero at [felipe.romero@tdhca.state.tx.us](mailto:felipe.romero@tdhca.state.tx.us). Answers will be provided in the order in which they are received.

## **II. General Information**

### **A. Background**

President Biden signed the American Rescue Plan Act into law on March 11, 2021, which created the Homeownership Assistance Fund (HAF) overseen by the US Treasury. HAF provides Texas with \$842,214,006. On April 14, 2021, and August 2, 2021, Treasury published HAF Guidance, setting forth the purpose of the HAF, defining Qualified Expenses, Eligible Homeowners, and targeting requirements for funds received.

Treasury has stated that the purpose of the HAF is to prevent mortgage delinquencies and defaults, foreclosures, loss of utilities or home energy services, and displacement of homeowners experiencing financial hardship due to COVID-19. Funds from HAF may be used for assistance with mortgage payments, homeowner's insurance, utility payments, and other specified purposes. Treasury required that all state recipients of HAF submit a HAF Plan. The Texas HAF Plan was approved by Treasury on January 27, 2022. Note that not all federally eligible purposes are being utilized in the Texas HAF Plan.

The Department will use the HAF funds to address the needs of financially distressed homeowners in the state of Texas. The funds are being used in several components; the most significant portion of funds are available directly to homeowners who apply through the HAF website.

However, another portion of funds has been set-aside to be directed to a series of Subrecipient providers. Those Subrecipients will not receive actual HAF assistance to then pass along to eligible households, but instead will provide one of several services to help households access the HAF funds. These Subrecipients will help the program to effectively reach and serve eligible homeowners throughout the state, including those in more rural areas and in areas with concentrations of non-traditional mortgage loans. The Department will contract with organizations to serve as intake centers providing application assistance, legal services, and/or housing counseling services to homeowners.

Successful organizations will utilize their existing organizational structure and community relationships to help them provide homeowners with the grant services.

Socially Disadvantaged means a homeowner that resides in a Persistent Poverty County.

### **B. Performance Requirements, Service Area, and Period:**

All organizations must clearly specify the service area in which they will provide contracted services. Intake Centers will only be funded for the period in which direct assistance HAF funds are still available for applicant households. Legal Services and Counseling services may extend beyond that time. Each organization will be required to have or create a Language Access Plan to assist homeowners in English, Spanish, and other appropriate languages based on the service area needs.

## Intake Centers

Organizations awarded funds to serve as Intake Centers will provide intake services to clients as needed. Outreach to find and educate homeowners in targeted communities HAF is permitted, however the focus of the intake center is to help households apply for and access HAF funds. Any outreach and marketing materials used by an Intake Center must be the standardized Texas Homeownership Assistance Program materials or have received approval from TDHCA prior to use.

The selected organizations will be particularly focused on assisting households in determining eligibility and submitting their online application through the statewide portal. TDHCA is interested in the Intake Centers assisting homeowners most at risk of foreclosure, those in rural communities, Underserved Populations, and Socially Disadvantaged households.

The selected organizations will help homeowners determine if they are eligible, submit applications online, help them identify and scan appropriate supporting documentation, help them sign applications and/or program loan documents, and submit any required hardship certifications. The Intake Center will be expected to provide adequate staffing levels to allow for assisting those who may have Limited English Proficiency and those who may need a reasonable accommodation.

## Legal Services

Organizations awarded funds to provide Legal Services will provide free legal counsel to households meeting program requirements and facing housing instability, including foreclosure prevention activities. Services may include assistance with home and tax lien foreclosures, as well as other issues. Organizations may provide the following legal services:

- Providing Counsel and Advice: A case closed as a result of the provision and receipt of legal advice to an Eligible Household, such as the review of relevant facts, exercised judgment in interpreting the particular facts presented and in applying the relevant law to the facts, and the counseling of the client on actions to take to address the problem(s).
- Providing Limited Action: A case closed through limited action(s) on behalf of an Eligible Household that addressed the Household's legal problem that is not as complex or extended as to meet the requirements for "extensive service". Examples include, communications by letter, telephone or other means to a third party; preparation of a simple legal document; or legal assistance to a pro se client that involves preparation of court or other legal documents.
- Legal Services Activities are civil legal services and activities that assist Eligible Households with retaining their homeownership, as outlined below:

Eligible subject matters are those that support household's housing stability, including (i) foreclosure prevention, (ii) mediation between a servicer/lender and a homeowner, (iii) credit correction/protection, and (iv) assistance to enable households to receive clear title to their properties.

Component services or activities may include (i) legal advice or (ii) other legal services that include, but are not limited to, (1) engaging with opposing parties on behalf of client, (2) preparation of cases for trial, (3) representation at hearings, (4) mediation and counseling, (5) brief service, (6) extended litigation, (7) alternative dispute resolution (8) entering into negotiation with servicers/lenders; and (9) incorporating referrals to appropriate community resources providing resources. The eligible activities also include, but are not limited to, or obtaining a professional's determination of a disability in order to obtain a

reasonable accommodation or modification. Not all members of the Eligible Household are required to be the client of Subrecipient, Subgrantee, or Subcontractor.

Eligible Costs include:

- The actual *hourly fees* for legal advice and for legal representation by licensed attorneys in good standing with the State Bar of Texas, including legal services by person(s) under the supervision of said attorneys, for matters regarding Legal Services Activities
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of standard hourly fees. If the Subrecipient or Subgrantee/Subcontractor is a legal services provider and performs the services itself, the eligible costs are the Subrecipient or Subgrantee/Subcontractors' employees' salaries and other costs necessary to perform the services.
- Certain ancillary costs to obtain or maintain housing or housing related assistance associated with the Legal Services Activities. Court costs, appeal bonds, and filing fees are eligible expenses, if incurred in conjunction with the legal representation in an Administrative Hearing (including against governmental agencies) or court hearing.

Ineligible costs include:

- Payment of taxes, mortgage costs, security deposits, utility deposits and payments, rental assistance payments, late fees, or any direct cash assistance to Eligible Household.
- Costs for Judicial Proceedings against Governmental Agencies. This includes costs for any representation in or for costs of any judicial proceeding against a federal, state, or local Governmental agency, including a regional counsel of governments and housing finance agency.
- Immigration matters, retainer fee arrangements, and contingency fee arrangements.

Housing Counseling Services

Organizations awarded funds to provide Housing Counseling Services will assist households with improving their financial sustainability through providing HUD-approved curriculum by HUD-approved counselors. Eligible counseling services include:

- Individual Counseling at an *hourly rate*;
- Group Counseling which may include two-hour classes, Six- to Eight-hour Classes;
- All topics reported on HUD Form 9902 are eligible for reimbursement;
- Counseling Topics include resolving or preventing mortgage delinquency or default, etc.; and
- Education Topics include fair housing, financial management for homeowners, etc.

The counseling and education provided under this category includes, but is not limited to, understanding the consequences of default and foreclosure; loss mitigation, budgeting and credit; restructuring debt; and establishing reinstatement plans. Housing counselors will be involved with the homeowner early in the process to increase the likelihood that the default will be cured and the homeowner will be able to retain ownership. The housing counselors will conduct follow-up housing counseling with the homeowner on an as-needed basis until the default is corrected. Housing counselors, who are required to be HUD certified, have completed training under the National Foreclosure Mitigation Counseling program and will be well-equipped to handle loss mitigation counseling and planning for homeowners in the HAF program.

Organizations that offer counseling in a language other than English or Spanish may be eligible to receive additional funds.

### C. Funds Available and Award Amounts

The Department has a budget of \$12,007,247 as shown below available for award, with \$12 million remaining for award. At the Department's discretion, the Department may amend its Homeowner Assistance Fund Plan, so that funds not fully utilized in one category may be moved to another category or may be moved to assist households with direct assistance. The maximum award amount is \$5 million and the minimum award amount is \$500 thousand.

Service Type	Funds Remaining
Intake Services	\$ 2,000.000
Legal Services	\$ 4,362,897
Housing Counseling Services	\$ 5,644,350
<b>Total</b>	<b>\$12,007,247</b>

Additional funds may become available for award under this NOFA. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA.

Funds may only be obligated and expended during the Contract Term, and use of all funds must be reported with monthly draw request and during the Close-Out Process. Unexpended fund balances will be recaptured.

Per 2 CFR §200.305, the Subrecipient may request a one-time working capital advance of funds (no more than 30 days cash need) by submitting to TDHCA a properly completed planned expenditure report that includes a request for advance funds, in a format specified by TDHCA

### D. Term

**Housing Counseling / Legal Services:** These contracts will be executed for a 12 month term, with the possibility of extension depending on the status of the program and availability of funds.

### E. Eligible Applicant Organizations

Organizations eligible to receive TXHAF funds under this NOFA are: Private Nonprofit Organizations with 501(c) status, Public Housing Authorities, Units of General Local Government, and Regional Councils of Governments who are proposing to serve as intake centers providing application assistance, legal services, and/or housing counseling services to homeowners.

Except in the large metropolitan areas or Persistent Poverty Counties, only one organization will be selected per county; however, in some cases more than one organization in a county may be selected to ensure that Underserved Populations, Socially Disadvantaged households, or those with Limited English Proficiency are served.

Contracts are subject to a satisfactory Previous Participation Review and conditioned on an acceptable recommendation or a recommendation with conditions by the Executive Award Review and Advisory Committee (EARAC) being confirmed prior to execution, and conditioned on subsequent report of such contracts to the Board.

## **F. Ineligible Applicant or Subgrantee Organizations**

Organizations ineligible to apply funds are:

- Private Nonprofit Organizations or Nonprofit Legal Services Organizations that do not have a Certificate of Formation (or Articles of Incorporation) in any state;
- Private Nonprofit Organizations and Nonprofit Legal Services Organizations that the Texas Secretary of State's Office website states are not authorized to do business in Texas;
- Organizations for which persons on the organization's governing body or employees are debarred or suspended by the Department or another governmental agency; and
- Organizations for which persons on the organization's governing body or employees are on the suspended or debarred listed for the System for Award Management in accordance with 2 CFR Part 180 and 31 CFR Part 19.
- Organizations for that are subject to the Federal or State Single Audit Act and do not have a current Single Audit.

## **G. Private Nonprofit Organizations and Nonprofit Legal Services Organizations**

The Department is not requiring that an organization submit a Certificate of Formation or proof of eligible status. However, it is the applicant's responsibility to ensure that its information including its Certificate of Formation (formally known as Articles of Incorporation) with the Texas Secretary of State's Office is correct and complete at the time of application. The Department will confirm proof of active status directly with the Texas Secretary of State. No administrative deficiencies will be issued for failure to have the appropriate status and governing documents reflected on the Secretary of State's Office when confirmed by the Department. Failure to have this information will cause the application to be terminated without further review as further described in Section VI, A of the NOFA.

## **H. Registration Requirements**

Prior to contract execution, the successful applicant must provide the Department with the organization's Unique Entity Number and proof of registration with the System of Award Management. If the organization is not registered, go to <http://federalcontractorregistry.com/> to renew, update, or create a new registration.

## **III. State and Federal Requirements**

Eligible Organizations shall comply with all provisions of the Federal and State laws and regulations including but not limited to:

### **A. Federal, State, and Local Law**

The selected organizations shall comply with the Chapter 2306 of the Tex. Gov't Code, Uniform Grant Management Standards (public organizations including Units of Government, Housing Authorities, Councils of Government, and Legal Services Organizations that are public nonprofits), the regulations at Section 3206 of the ARP Act, and all federal, state, and local laws and regulations applicable to the performance of this Agreement, including, but not limited to the program requirements and fair housing laws. Upon request by Department, the selected organizations shall furnish satisfactory proof of its compliance therewith. The selected organizations shall not violate any federal, state, or local laws, stated herein or otherwise, nor commit any illegal activity in the performance of or associated with the

performance of the Contract. No funds under the Contract shall be used for any illegal activity or activity that violates any federal, state or local laws.

#### **B. Drug-Free Workplace Act of 1988**

The selected organizations affirms by signing this Agreement and the “Certification Regarding Drug-Free Workplace Requirements” attached as Addendum B that it is implementing the Drug-Free Workplace Act of 1988 (41 USC §701 et seq).

#### **C. Limited English Proficiency (“LEP”)**

Subrecipients that interact with program participants must create a Language Access Plan to provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the Service Area and in compliance with the requirements in Executive Order 13166 of August 11, 2000. To ensure compliance, the selected organizations must take reasonable steps to insure that persons with LEP have meaningful access to the program. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary

#### **D. Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 and HUD regulation 24 CFR Part 8 apply to all programs or activities under this Agreement

#### **E. Information Security and Privacy Requirement**

1. General. The selected organizations shall comply with the information security and privacy requirements under 10 TAC §1.24 to ensure the security and privacy of Protected Information (as said term is defined under 10 TAC §1.24).

2. Information Security and Privacy Agreement (“ISPA”). Prior to beginning any work under the Contract, the selected organizations shall either (i) have an effective, fully executed ISPA, as required by 10 TAC §1.24, on file with the Department, or (ii) will execute and submit to the Department an ISPA in accordance with instructions found on the Department’s website at the “Information Security and Privacy Agreement” link.”

#### **F. Prevention of Trafficking**

The selected organizations must comply with Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. §7104 et seq.). If the selected organizations engages in, or use labor recruiters, brokers or other agents who engage in any of the prohibited activities under Section 106(g) of the Trafficking Victims Protection Act of 2000, Department may terminate this Agreement and the selected organizations hereby agrees and acknowledges that upon termination, the selected organization’s rights to any funds shall be terminated.

#### **G. Prohibited Expenditures on Certain Telecommunications and Video Surveillance Services and Equipment**

1. General. Pursuant to 2 CFR §200.216, The selected organizations are prohibited from using funds under this Agreement for equipment, services, or systems that use the following covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in accordance with Section 889 of Public Law 115-232 (National Defense Authorization Act 2019):

- a) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- b) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- c) Telecommunications or video surveillance services provided by such entities or using such equipment.
- d) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

#### **H. Affirmative Outreach**

The selected organizations shall affirmatively reach out to potential Underserved Populations that are least likely to apply for services, as further outlined in 10 TAC §20.9.

#### **I. Disclosure of Violations of Federal Criminal Law**

The selected organizations represent and warrant its compliance with 2 CFR §200.113, which requires the disclosure in writing of violations of federal criminal law involving fraud, bribery, and gratuity and the reporting of certain civil, criminal, or administrative proceedings to System for Award Management ("SAM").

#### **J. Disclosure Protections for Certain Charitable Organizations, Charitable Trusts and Private Foundations**

The selected organizations represent and warrant that it will comply with Section 2252.906 of the Texas Government Code relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.

#### **K. Executive Head of State Agency Affirmation**

In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, the selected organizations certifies that they are not (1) the executive head of a state agency, (2) a person who at any time during the four (4) years before the date of the Contract was the executive head of a state agency, or (3) a person who employs a current or former executive head of a state agency

#### **L. Procurement of Recovered Materials**

The selected organizations represent and warrant that they will comply with the requirements of Section 6002 of the Solid Waste Disposal Act (Chapter 361 of the Texas Health & Safety Code, formerly Tex. Rev. Civ. Stat. Ann. Art. 4477-7), as amended by the Resource Conservation and Recovery Act.



#### **M. Increasing Seat Belt Use in the United States**

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 8, 1997), The selection organizations should and should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

#### **N. Reducing Text Messaging While Driving**

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), the selected organizations should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and should establish workplace safety policies to decrease accidents caused by distracted drivers.

### **IV. Content of the Response Package**

Attachment A of this NOFA includes the Application Information Form. Each page of the application, excluding the Single Audit, must be numbered. Each Response Package must contain the items listed below in the following order:

- Table of Contents – must include page numbers
- Attachment A – Applicant Information Form – Form must be placed on the top of the application
- Attachment B – Audit Information Form – All applications must include the following documents relating to fiscal accountability, even if this information has been previously submitted to the Department

A. An application must include a completed Audit Certification Form, found on the Department’s website at <http://www.tdhca.state.tx.us/pmcomp/forms.htm>.

B. An organization that is subject to the Federal Single Audit Act requirements must certify that the Single Audit for the latest fiscal year is available at the Federal Audit Clearinghouse. An Organization that is subject only to the State Single Audit Act must submit one copy of the organization’s most recent Single Audit report.

C. An organization not subject to either the Federal or the State Single Audit requirements must submit one copy of a third-party audit of financial statements prepared by a Certified Public Accountant, including any notes to the audit.

- Attachment C – Applicant’s Budget reflecting a total amount of funds requested by service type, and showing all expected uses of those funds by service type including funds categorized into direct and administrative funds, and budget for outreach activities. Budget provided should reflect the program design submitted in Attachment F.
- Attachment D – Uniform Previous Participation Form for Single Family and Community Affairs
- Attachment E – Private Nonprofit Organization’s and Nonprofit Legal Services Organizations Tax-Exempt Status Documentation. Existing Internal Revenue Service (IRS) ruling – These nonprofit organizations must provide documentation of their status as a tax-exempt entity under Section 501(c) of the Internal Revenue Code. The ruling should be on IRS letterhead which is legible and signed by the IRS District Director. Expired advanced rulings from the IRS are not acceptable. If an organization is a subsidiary of a parent organization, documentation of the parent organization’s IRS ruling and a copy of the page listing the affiliate organization in the documents filed with the IRS by the parent organization.

- Attachment F – Proposal from Applicant that must address at a minimum:
  - Services to be provided and experience in providing those services;
  - Explanation of how those services will be provided;
  - Any outreach planned (must be within the budget limits);
  - Describe how the organization plans to document eligibility, maintain confidentiality;
  - Describe how the organization will bridge the knowledge gap between households and the HAF application process;
  - Explanation of how client eligibility will be determined (note that this is for the client’s eligibility for the services offered, not eligibility for HAF);
  - Timeline for when the services can begin to be offered (all activity types) and showing completion of the program within 12 months
  - Management structure of the grant funds and organization chart of program staff. Identify the specific individuals that will be assigned to this work and their roles. If additional staffing is intended to be hired, timing of employment;
  - Location of where services will be provided within the service area and hours of availability of the services at each location. If additional space is going to be procured, estimated timing and space details (SF, locations, etc.);
  - How the services will be provided to those with Limited English Proficiency;
  - Explain how the organization proposes to manage recordkeeping, document management and quality assurance; and
  - Provide resumes/bios for all principal staff that are expected to be engaged in the work.

## **V. Response Package Review Process**

### **Eligibility Review**

The Department will review applications to determine if they meet eligibility criteria. If the Department determines that any of these criteria have not been satisfied, the application will not be reviewed and the applicant will be notified of the missing information and provided an opportunity to resolve the deficiency. Deficiency notices will be e-mailed to the applicant’s chief executive and the person specified as the “person to contact with application questions” in the applicant information form (Attachment A). If deficiencies are not resolved within seven (7) calendar days of notice of the deficiency, the application will be eliminated from consideration, and notified of their opportunity to appeal. General criteria for Eligible Organizations is provided below. The criteria and requirements below include a general list of the criteria and the Department is not making determinations on awards solely based on an organization’s ability to meet the criteria.

### **Minimum/Threshold Requirements to be considered an “Eligible Entity”**

- Eligible Entities include nonprofit and government entities as further described in this NOFA.
- Eligible Entities must have significant experience providing the services proposed including eligibility screening services to a diverse population and to low-income households.

- Eligible Entities must have experience working with public sector clients, particularly local governments and/or housing finance organizations.
- Eligible Entities must have a clear plan for how services will be offered, where and when services will be offered, and how quickly services can be offered. Services must be offered throughout counties and at least one county must be proposed to be served.
- Eligible Entities must have a clearly delineated budget which includes hourly rates where applicable.
- Eligible Entities must provide local references that can speak directly to the organization's experience with the services being proposed.

In the case of applications being considered ineligible, not having met threshold, or not being selected, applicants will be provided a notice with an opportunity to appeal.

The Department may consider and evaluate prior monitoring and/or audit issues during its application evaluation. Additionally, other factors to be considered in the evaluation of each application will include, but not be limited to:

- Capacity to effectively administer federal funds and to ensure compliance with regulations;
- Ability to demonstrate staff and organizational capacity to deliver the proposed services within the contract period; and,
- Ability to demonstrate positive past performance with Department or other federally funded programs, including the results of Department monitoring reviews, timeliness of submission of reports, and other information deemed relevant to performance.

#### **B. Awards**

Applicants recommended for an award will be reviewed by the Department's Executive Award Review Advisory Committee in accordance with 10 TAC Chapter 1, Subchapter C, and subsequently brought to the Department's Governing Board for consideration of an award.

#### **C. Appeals Process**

An appeal of a staff determination must be submitted in writing and in accordance with the Texas Administrative Rule Title 10, Part 1, Chapter 1, Subchapter A, §1.7 which can be found at the Secretary of State's website at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=10&pt=1&ch=1&sch=A&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=1&sch=A&rl=Y)

#### **VI. List of Attachments**

Attachments are posted separately on the TDHCA website as fillable MS Excel documents.

- Attachment A: Applicant Information Form
- Attachment B: Audit Information
- Attachment C: Budget
- Attachment D: Uniform Previous Participation Information