



**Collin County
Housing Finance Corporation
Housing Project Finance Assistance Program
Application**

Please use Arial Font size 11 and submit a signed ORIGINAL Application and 20 photocopies stapled and pages numbered. Please no cover pages, this should be Page 1.

SECTION 1: APPLICANT AND PROJECT INFORMATION

1. Project Applicant Information	
Applicant – (Legal Name): <input style="width: 95%;" type="text"/>	Project Contact Name/Title: <input style="width: 95%;" type="text"/>
Complete Mailing Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	Telephone Number: <input style="width: 95%;" type="text"/>
Fax Number: <input style="width: 95%;" type="text"/>	E-mail Address: <input style="width: 95%;" type="text"/>
Federal Tax Identification Number: <input style="width: 95%;" type="text"/>	Date Resolution Signed: <input style="width: 95%;" type="text"/>
2. Project Title:	
<input style="width: 95%;" type="text"/>	
3. Brief Description of Purpose of Project:	
<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	
4. General Project Information a: Describe Project (50 words or less)	
<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	
b. Amount of Funding Requested: \$ <input style="width: 95%;" type="text"/>	c. Total Project Costs: \$ <input style="width: 95%;" type="text"/>
d. Start Date of Project: <input style="width: 95%;" type="text"/>	e. End Date of Project: <input style="width: 95%;" type="text"/>
5. Authorized Signature (signatory must have contract signing authority):	
Signature: <input style="width: 95%;" type="text"/>	Title: <input style="width: 95%;" type="text"/>
Print Name: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>

SECTION 2: AUTHORIZED REPRESENTATIVE

The Applicant hereby designates the individual named below as the person authorized to act on behalf of the Applicant.

Authorized Project Representative: The following person is authorized to receive direction, manage work performed, sign required reports, and other acts on behalf of the Applicant.

Signature:	<input style="width: 90%; height: 20px;" type="text"/> Title:
<input style="width: 90%; height: 20px;" type="text"/> Printed Name:	<input style="width: 90%; height: 20px;" type="text"/> Phone Number:
<input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> Address:	<input style="width: 90%; height: 20px;" type="text"/> E-mail Address:

Has Collin County Housing Finance Corporation previously provided funding for this Project?

Yes No

For Collin County Planning Board Use Only	
<i>Is the Application administratively complete? _____ yes _____ no</i>	
<i>Did the applicant receive funding for this project in previous years? _____ yes _____ no</i>	
<i>(If yes, were they successful in the timely completion of the project? _____ yes _____ no</i>	

SECTION 3: CERTIFICATIONS AND ASSURANCES

1. Certifications

By signing this Application, the person acting on behalf of the Applicant makes the certifications below.

a. **Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

b. **Application Contains No False Statements**

The Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts.

c. **This is a Reimbursement Program**

Applicants must have a minimum dollar for dollar in matching funds, comprised of direct cash, value of land to be improved, donated labor, material or in-kind services for the project being proposed. Under special circumstances at the recommendation of the Collin County Planning Board and approval by the Collin County Housing Finance Corporation, a direct payment may be considered.

d. **Eligible Applicants**

The Applicant must be a 501(c)(3) tax exempt organization, non-political group or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas.

e. **Technical Feasibility**

The Applicant certifies that he/she has carefully reviewed the Project Narrative and Action Plan. To the best of their knowledge all activities are technically feasible and can be satisfactorily completed within the timeframe proposed.

f. **Costs Reasonable and Necessary**

The Applicant certifies to the best of their knowledge that the proposed activities and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

2. Assurances

a. **Compliance with Progress and Result Reporting**

Applicant provides assurances that, if funded, the Applicant will comply with the requirements for reporting: reporting on the progress of the project activities and deliverables on a quarterly basis; providing before, during and after photos; and promptly notifying the Collin County Planning Board of any changes in plans.

b. **Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contractual provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by Collin County Housing Finance Corporation.

c. **Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101-12213 (Pamphlet 1995).

SECTION 4: PROJECT COSTS AND ELEMENTS

Name of Applicant:

Project Name:

Either use this form or create an Excel spreadsheet using this format

Item No.	Description	U/M	Quantity	Unit Cost	Total	Requested Amount	Match Amount
1	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
2	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
3	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
4	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
5	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
6	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
7	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
8	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
9	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
10	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
11	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
12	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
						<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
	Project Total	<input style="width: 20px; height: 20px;" type="text"/>					

<input style="width: 95%; height: 20px;" type="text"/> Prepared By:	<input style="width: 95%; height: 20px;" type="text"/> Title:
<input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> Address:	<input style="width: 95%; height: 20px;" type="text"/> Phone Number:
<input style="width: 95%; height: 20px;" type="text"/> E-mail Address:	<input style="width: 95%; height: 20px;" type="text"/> Date Prepared:

SECTION 5: RESOLUTION

The sponsoring entity (governing board) must approve a resolution authorizing the project application submittal and designation of project official/representative. A copy of the resolution must be included in this application. **Insert photocopy of signed resolution.**

SECTION 6: PROJECT NARRATIVE

(No more than 5 pages, single spaced, Arial 11 font)

SECTION 7: LOCATION MAPS, SITE PHOTOS, PROJECT SKETCHES, etc.

(insert any maps, site photos, project sketches, etc)

SECTION 8: LETTERS OF COMMITMENT (Provide photocopy)

SECTION 9: EVIDENCE OF NON-PROFIT STATUS (Photocopy of Current Valid IRS Tax Exemption Certificate if non-governmental agency)