



Tennessee Housing Development Agency

THDA's Abridged Application for Housing Education & Counseling *Program Application*

This application allows potential network partners to apply for THDA's Housing Education program if they already have an intermediary. It does not guarantee funding or entrance into any of THDA's programs. The application will be reviewed and a response will be given within 7 business days of submitting it.

Organization: _____

Complete Address: _____

_____ County: _____

Phone: _____

Main Contact Name: _____

Title: _____

Email Address: _____

Head of Organization: _____

Title: _____

Email Address: _____

1. **Status:** Please check the appropriate box(es) to indicate your agency's status.

Government

Non-profit organization

UT Extension Service

Other: _____

2. **HUD Certification:** Is your agency a HUD approved counseling agency?

Yes

Please list your intermediary and/or sub-grantee you are under:

No

STOP! You will need to complete THDA's HUD Housing Counseling application instead.

3. **Exam:** Has at least one member of your team passed the HUD Housing Counseling Exam?

4. **Experience:** Please list experience you have with housing education and counseling.

5. **Programs:** Please list other programs your organization offers outside of housing education.

6. **References:** Please list three professional references that you currently partner with or plan to partner with while administering this program.

Reference #1

Name	
Organization	
Email	

Reference #2

Name	
Organization	
Email	

Reference #3

Name	
Organization	
Email	

7. **Staff:** Please list all staff members who plan to assist with the program. Please include verification from HUD that each staff member listed under the HUD Certified column has passed the HUD Housing Counseling Exam.

Name	Role	Email Address	HUD Certified

8. **Work Plan:** Please include a copy of your HUD approved work plan and utilize HUD’s Work Plan template to guide you:
<https://files.hudexchange.info/resources/documents/Developing-Housing-Counseling-Work-Plan-HUD-Approval.pdf>

Application Checklist Items

- Completed Application
- Proof of passing test results for the HUD Housing Counseling Exam for each staff member listed as HUD Certified
- Proof of Charitable Status Verification on the TN Secretary of State website
- Certificate of Completion for THDA’s Train the Trainer for Housing Educators
- HUD Housing Counseling Work Plan
- [Housing Education Network Program Agreement](#)
- [National Industry Standards Code of Ethics and Conduct for Homeownership Professionals signed by each educator](#)
- [W-9 \(N/A for Extension\)](#)
- [Automated Clearing House \(ACH\) \(N/A for Extension\)](#)
- Copy of 501C3 Status (N/A for Extension)
- Copy of Certificate of Existence from the Tennessee Secretary of State’s Office (N/A for Extension)

Return completed applications and forms to Mandy Garman at mgarman@thda.org.

Contact Information:

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