

# THDA NEW START NOTICE: #2022-1

May 25, 2022

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**SUBJECT: Annual New Start Renewal**

THDA annual renewal launch for New Start will be delayed until Friday June 3, 2022. This is to provide any additional time that may be needed for program changes. This year renewals must be completed electronically. The contact THDA has on file for your company will be receiving the email, along with a link to launch the renewal.

In addition to updating any necessary information, the New Start Participant (NS) will need to upload annual renewal documentation:

- Recertification form
- 2021 Audited Financials, including IRS form 990
- Quality Control Plan, if you do not have, the intent to implement a plan this year
- Information security policy, if you do not have one, the intent to implement a plan this year
- W9
- Proof of errors & omissions insurance
- Annual THDA Disclosure Forms
- Allocation request

As outlined in the THDA New Start Guide, the Program Partner must submit documentation annually to remain active. THDA will not purchase any New Start Program Loans from a non-profit or Habitat whose status as a Program Partner is not current. The maximum New Start Loans, by dollar volume or unit volume, may not exceed 50% per year of the overall residential loan portfolio of the Provider Partner for that fiscal year, unless prior written approval is provided by THDA.