

## Application Submission Procedures Manual ("ASPM")

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iii) **HBA and HRA Matching Funds.** Matching funds are a threshold requirement for HRA and HBA. Applicants must list all anticipated sources of Match on this tab. Match that is shown on the tab should be supported by documentation submitted behind the tab. The source of the Match contribution may change after a contract is awarded under the NOFA, but the total Match contribution pledged in the Application will be contractually required.

**For HBA:** Match is at least 5% of Direct Project Costs.

**For HRA:** Match is determined by population. Please refer to the HOME Rule for requirements. To determine the required Match percentage for submission, applicants should include the census information from the US census bureau's most recently available American Community Survey ("ACS") for American Fact Finder data to obtain the correct population information. This data provides ACS Demographic and Housing Estimates. (For assistance in utilizing this website, please contact the HOME Division: [HOME@tdhca.state.tx.us](mailto:HOME@tdhca.state.tx.us).)

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### Title 10, Part 1, Chapter 23, Subchapter C, Rule 23.30

(a) Match requirement. Excluding Applications under the disaster relief and persons with disabilities set asides, Match shall be required based on the tiers described in paragraphs (1) and (2) of this subsection:

(1) Zero percent of Direct Activity Costs, exclusive of Match, is required as Match:

(A) when the Service Area includes the entire unincorporated area of a county and where the population of Administrator's Service Area is less than or equal to 20,000 persons; or

(B) when the Service Area does not include the entire unincorporated area of a county and the population of the Administrator's Service Area is less than or equal to 3,000 persons.

(2) One percent of Direct Activity Costs, exclusive of Match, is required as Match for every 1,000 in population to a maximum of 15 percent.

(b) The Department shall use population figures from the most recently available U.S. census bureau's American Community Survey (ACS) at the date that Applications are first accepted under the NOFA to determine the applicable Match. The Department may incentivize or provide preference to Applicants committing to provide additional Match above the requirement of this subsection. Such incentives may be established as selection criteria in the NOFA.

(c) Documentation is required of a commitment of at least \$40,000 in cash reserves to

facilitate administration of the program and to ensure the capacity to cover costs prior to reimbursement or costs determined to be ineligible for reimbursement. The amount of the cash reserve commitment must be included in the Applicant's resolution. To meet this requirement, Applicants must submit:

- (1) financial statements indicating adequate local unrestricted cash or cash equivalents to utilize as cash reserves and a letter from the Applicant's bank(s) or financial institution(s) indicating that current account balances are sufficient; or
- (2) evidence of an available line of credit or equivalent in an amount equal to or exceeding the requirement in this subsection.

(d) Selection criteria for this activity will be outlined in the NOFA.