**Section 385.305 Application Requirements**

Each Application shall include the information required by this Section, provided that those requirements are included in the Application to be completed by the Administering Agency, and any additional information the Agency may require to promote efficient Program administration and quality of performance. The Authority reserves the right to bifurcate its Applications as needed in connection with the different components of the Program.

a) Qualifications. Each Applicant shall document qualifications to complete the Program activities, including, with respect to a Counseling Agency, evidence that it is a HUD certified housing counseling agency.

b) Number of Foreclosures. Each Applicant shall document the number of foreclosures filed, present employment data and any known future job layoffs in the Administering Agency's service area.

c) Applicant's Capacity. Each Applicant shall document its capacity and prior experiences to administer Housing Counseling and Foreclosure Prevention Outreach Programs.

d) Capacity Building. Each Applicant shall document how capacity will be expanded to meet the need for Housing Counseling and Foreclosure Prevention Outreach Programs in response to subsection (b).

e) Activities to be Undertaken. Each Applicant shall list which Eligible Uses are to be undertaken with Program funds, including without limitation those activities outlined in Section 385.303 and under the rest of this Part.

f) Time for Expending. Each Applicant shall include a budget and timeline schedule for performing the eligible activities outlined in the Application.

g) Marketing and Outreach Capacity. Each Applicant shall document its capacity and prior experiences to the sole satisfaction of the Authority to undertake and administer all or a portion of the Statewide Activities as set forth in the applicable Application.