**Section 386.304 Application Requirements**

Each Application shall include the information required by this Section to be completed by the Applicant and any additional information the Authority may require to promote efficient Program administration and quality of performance.

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

b) Counseling Data. Each Applicant shall document the statistics in its area relevant to the types of Approved Housing Counseling offered (i.e., number of foreclosures filed, increase or decrease in homebuying, rental properties available, etc.).

c) Applicant's Capacity. Each Applicant shall document its capacity to administer, and prior experience in administering, Approved Housing Counseling.

d) Capacity Building. Each Applicant shall document how capacity will be expanded to meet the need for Housing Counseling 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 386.302 and the rest of this Part.

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