**Section 390.304 Application Requirements**

Each Application for Program funds shall include the information required by this Section and any additional information the Authority may require to promote efficient program administration and quality of performance, provided that those requirements are included in the Application to be completed by the Agency.

a) Qualifications: Each Applicant shall document qualifications to complete the Program activities, including without limitation documentation as a HUD-certified housing counseling agency.

b) Number of File Reviews: If applicable, each Applicant shall determine and document the number of File Reviews completed for the Predatory Lending Database prior to Application, including any File Reviews performed prior to July 1, 2008.

c) Documentation of Need: Each Applicant shall determine the projected need for File Reviews for the fiscal year for which grants are requested.

d) Capacity: Each Applicant will document how capacity shall be expanded to meet the need described in subsection (b) of this Section.

e) Activities to be Undertaken: Each Application shall list activities to be undertaken with Program funds, including without limitation those activities outlined under this Part and the Act.

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