

# City of Dallas Homebuyer Assistance Program (DHAP)

## Education Provider Membership Application Program Year 2022-2023

Education Provider Name: \_\_\_\_\_

Education Provider Address: \_\_\_\_\_  
Street Number Street Name Suite

\_\_\_\_\_ City State Zip Code

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### Membership Guidelines:

1. Only DHAP/HUD approved Education Providers may provide pre-purchase education for DHAP transactions.
2. The City of Dallas does not play an active role in the education provider selection process for DHAP transactions.
3. Education Providers must provide unbiased information to clients while complying with Section 2, Chapter 6, of HUD Handbook 7610.1 REV-5, regarding Conflicts of Interest in accordance with 24 CFR 214.303(f).

A. A person in a Position of Trust including a director, employee, officer, contractor, volunteer, agent of a participating agency or the spouse, child or business partner of any individual holding these positions must avoid any action that might result in, or create the appearance of, administering the housing counseling operation for personal or private gain.

It is a conflict of interest for any of the above parties to provide preferential treatment to any organization or person, or to undertake any action that might compromise the agency's ability to ensure compliance with the Conflict of Interest requirements stated herein and to serve the best interests of its clients.

B. Direct Interest. A conflict of interest would arise if the director, employee, officer, contractor, volunteer or agent of a participating agency, or the spouse, child or business partner of any individual holding these positions of trust or any organization in which these persons serve as an employee (other than with the participating counseling agency), or with whom he or she is negotiating future employment, has a direct interest in the client by virtue of their role:

- a. As the client's landlord;
- b. As the client's real estate agent or broker;
- c. As the client's creditor;
- d. As the client's mortgage broker;
- e. Loan originator; having a financial interest in, servicing, or underwriting a mortgage on the client's property;
- f. Owning or purchasing a property that the client seeks to rent or purchase;
- g. Serving as a collection agent for the client's mortgage lender, landlord or creditor.

4. Online courses are not permitted.

**Items that MUST be included with this Application:**

- Confirmation of HUD Approval
- Course curriculum
- Calendar of classes for current year •
- Educator credentials, reflecting competency to teach course.
- Cost of course •
- Education Provider hours of operation •

\* These items will be posted on the program website ([www.dallasmap.org](http://www.dallasmap.org))

**Application Package must be forwarded to:**

**City of Dallas, Housing/ Neighborhood  
Revitalization  
1500 Marilla Street, 6CN  
Dallas, Texas 75201  
Attn: DHAP**

**CERTIFICATION STATEMENT:**

**I certify that I have read and understand the DHAP Membership Guidelines and certify that the foregoing statements and attachments are true, correct, and complete. I am duly authorized to execute the DHAP Education Provider Membership Application on behalf of the indicated Institution.**

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_