

# TCAP Grant Agreement Guidance



## **Form HUD-40092**

Each TCAP grantee must submit the documentation identified in HUD Notice CPD 09-03 prior to entering into a grant agreement with HUD for TCAP funds. After HUD determines that the grantee's TCAP submission is complete, HUD will execute a HUD Form 40092 *Tax Credit Assistance Program (TCAP) Grant Agreement* with the state housing credit agency. The agreement between HUD and the grantee obligates TCAP formula funds to the grantee.

The grant agreement includes all applicable requirements specific to the TCAP program, federal grant requirements and reporting requirements required by the Recovery Act. In accordance with 24 CFR 85.12, if HUD determines that a grantee has a history of unsatisfactory performance, is not financially stable or has a management system that does not meet management standards set forth in 24 CFR Part 85, HUD may declare the grantee as "high risk" and attach special conditions to the grant agreement.

The grantee will receive three executed agreements (HUD-40092) and must have them signed as originals by the appropriate grantee official. Upon receipt of the three executed agreements (HUD-40092), the TCAP grantee should review the agreement and enter the name of the executing official in box 14, sign the agreement in box 15, and date the agreement in box 16. After execution of the three agreements, the grantee should keep one copy for its records and return two signed originals to the Office of Affordable Housing Programs (OAHP) at the address specified below.

## **Direct Deposit Sign-up Form (SF-1199a)**

In addition, the TCAP grantee must complete a *Direct Deposit Sign-up Form* (SF-1199a), with the banking information for the bank account where TCAP funds will be deposited upon draw requests made to HUD for grant funds for TCAP projects. If the TCAP grantee also administers the state's HOME Investment Partnerships Program, a SF-1199a is not required because the banking information for TCAP must be the same banking information for HOME and is already recorded in HUD's accounting system.

## **Grant Agreement Processing**

Upon completion and execution, the TCAP grantee must return both the agreement (HUD-40092) and the *Direct Deposit Sign-up Form* (SF-1199a), if applicable, by Federal Express or United Parcel Service to the following address:

United States Department of Housing and Urban Development  
Office of Affordable Housing Programs  
Attn: Peter H. Huber, Director, Financial and Information Services Division  
451 Seventh Street, SW, Room 7164  
Washington, DC 20410

The Office of Affordable Housing Programs will forward these documents to HUD's Chief Financial Officer, CFO Accounting Center to establish the grant and the grantee's banking information in HUD's accounting system.

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## **TCAP Grant Numbers**

All TCAP Grant Agreements are numbered in accordance with the procedures below.

- **Initial Letter Identification** – M.
- **Fiscal Year Identification** - 09 - The last two-digits of the fiscal year of the appropriated funds.
- **Source Type** - ES - Identifies the grantee as a TCAP grantee.
- **State Code** - Federal standard two-digit numeric code for the state in which the jurisdiction is located. For example, the state code for Alaska is 02.
- **Serial Number** - 0100 - This four-digit serial number is assigned to the TCAP grantee of each state.

For example, the TCAP grant number for the state of Alaska is: M-09-ES020100. The grant number for each TCAP grant is specified on the agreement (HUD-40092).

## **Further Information and Assistance**

HUD will post additional requirements and guidance pertaining to the TCAP program on a continuing basis at:

[http://portal.hud.gov/portal/page?\\_pageid=153,7973386&\\_dad=portal&\\_schema=PORTAL](http://portal.hud.gov/portal/page?_pageid=153,7973386&_dad=portal&_schema=PORTAL). If you have any questions for HUD regarding implementation of TCAP, send an email to [TCAP@hud.gov](mailto:TCAP@hud.gov).