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**September 9, 2020**

**A regularly scheduled meeting of Oklahoma Housing Finance Agency's ("OHFA") Board of Trustees has been scheduled to be held at 10:00 a.m. Wednesday, September 16, 2020 at the Holiday Inn Oklahoma City North, 6200 N. Robinson, Oklahoma City, Oklahoma. The agenda for this meeting will be as follows.**

- 1. Consider a Resolution approving Minutes of the July 15, 2020 meeting of the Board of Trustees. APPROVED**
- 2. Premier Award.**
- 3. Consider a Resolution approving OHFA's Administrative Plan for the U.S. Department of Housing and Urban Development's (HUD's) Housing Choice Voucher Program, as amended, authorizing and directing the staff of OHFA to make said Administrative Plan available to HUD for review. APPROVED**
- 4. Consider a Resolution approving the Consolidated Annual Contributions Contracts ("CACCs") between OHFA and the U.S. Department of Housing and Urban Development ("HUD"), and approving and ratifying the execution of said CACC Contracts, along with any and all additional documents relating to amendments of said contracts, by the Executive Director of OHFA. APPROVED**
- 5. Report on Housing Choice Voucher Program.**
- 6. Consent Docket - The following items of business may be voted upon by a single vote of the Trustees without discussion, unless and except for any item which anyone of the Trustees desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket: APPROVED**
  - 6.1 Consider a Resolution approving the sale of not to exceed \$75 million under the OHFA TBA Program of GNMA/FNMA/FHLMC Certificates relating to Single Family Mortgages to be originated as a part of the ongoing origination program of the OHFA; directing the staff to develop the documentation for the program and approving parameters for the sale of Single Family Program loans; authorizing staff and OHFA officers to take such other actions as may be necessary or desirable for such purpose.**

- 6.2 Consider a Resolution approving the sale of not to exceed \$75 million under OHFA Single Family Program of GNMA/FNMA/FHLMC certificates relating to Single Family Mortgages originated as a part of the ongoing origination program of OHFA; directing the staff to develop the documentation for the program and approving parameters for the sale of said GNMA/FNMA/FHLMC certificates; authorizing staff and OHFA officers to take such other actions as may be necessary or desirable for such purpose. APPROVED**
- 6.3 Consider a Resolution approving form of Request for Proposal (“RFP”) for Senior Manager Underwriter and Co-Managers Underwriters, Master Servicer, and Financial Printer for the OHFA 2021 Single Family Mortgage Revenue Bond Program, as a “Related Plan of Financing.” APPROVED**
- 6.4 Consider a Resolution ratifying and approving an increase in the annual not to exceed amount for CY 2020 Advisory Fees for OHFA’s Financial Advisor, Caine Mitter, as authorized by the State Bond Advisor based on a significant increase in loan production and OHFA’s activity in the bond market. APPROVED**
- 6.5 Consider a Resolution authorizing the contract renewal of Program Management Group, LLC to provide construction inspection services for all of OHFA’s Housing Development Team Programs. Contract is an “as needed” agreement with annual expenditures averaging \$85,000 with a not to exceed of \$100,000. APPROVED**
- 6.6 Consider a Resolution approving the substitution of AH SubGP 1028 Edgewood at the Gables, LLC as the General Partner of the Owner of the Tax Credit Development known as Edgewood at the Gables, Tulsa, Oklahoma, OHFA #00-02-27, subject to certain conditions and terms. APPROVED**
- 7. Consider a Resolution approving the selection of Bond Counsel Services for the OHFA 2021 Single Family Program, as a “Related Plan of Financing”, subject to certain terms and conditions. APPROVED**
- 8. Consider a Resolution approving the selection of a Tax Counsel Services for the OHFA 2021 Single Family Program, as a “Related Plan of Financing”, subject to certain terms and conditions. APPROVED**
- 9. Consider a Resolution approving the selection of a Financial Advisor for the OHFA 2021 Single Family Program, as a “Related Plan of Financing”, subject to certain terms and conditions and to provide general financial advisory services. APPROVED**
- 10. Consider the Application for funding from the State of Oklahoma’s 2020 HOME Investment Partnerships Program filed by the Applicants identified in Exhibit “A”, to this agenda, and in connection therewith: (a) make such preliminary and/or intermediate rulings as may be necessary and/or appropriate in regard to the conduct of the proceedings; (b) receive and hear the reports and recommendations of the Staff of OHFA, the evidence and arguments of the Applicant and its representatives and, pursuant to the Oklahoma Open Meeting Act, the comments of**

members of the public present; and (c) at the conclusion of all testimony and evidence, consider an individual Resolution approving, subject to any contingencies, conditions or requirements established by the Trustees, or disapproving the Application of said Applicant for funding from the State of Oklahoma's 2020 HOME Investment Partnerships Program. APPROVED

Exhibit "B" reflects the balance of HOME funds. It is provided for information purposes only.

11. Consider, individually, the Applications for funding from the State of Oklahoma's 2020 National Housing Trust Fund (NHTF) Program filed by each of the Applicants identified in Exhibit "C" to this agenda, and in connection therewith: (a) make such preliminary and/or intermediate rulings as may be necessary and/or appropriate in regard to the conduct of the proceedings; (b) receive and hear the reports and recommendations of the Staff of OHFA, the evidence and arguments of the Applicants and their representatives and, pursuant to the Oklahoma Open Meeting Act, the comments of members of the public present; and (c) at the conclusion of all testimony and evidence, consider individual Resolutions approving, subject to any contingencies, conditions or requirements established by the Trustees, or disapproving the Application of each of said Applicants for funding from the State of Oklahoma's 2020 National Housing Trust Fund Program. APPROVED

Exhibit "D" reflects the balance of HTF funds. It is provided for information purposes only.

12. Consider a Resolution approving, subject to certain terms and conditions precedent, a direct revolving new construction loan under the Oklahoma Housing Trust Fund Program, in an amount not to exceed \$1,010,067.00 to Overland Property Group, LLC. APPROVED
13. Consider a Resolution approving and adopting the 2021 Affordable Housing Tax Credit Application which includes both the Application Instructions and the Application Form. APPROVED
14. Report on Qualified Contracts.
15. Consider a Resolution authorizing the Go Forward and approval of the repair/renovation of the Elevator of the OHFA Building located at 100 N.W. 63<sup>rd</sup> Street, Oklahoma City, Oklahoma. APPROVED
16. Audit Update/Review Report.
17. Consider a Resolution authorizing adjustments to employee salaries and setting other adjustment/s to employee compensation for Fiscal Year 2020/2021. APPROVED
18. Report on Information Systems FY 2021 Technology Plan.

- 19. Consider a Resolution approving the Fiscal Year 2020/2021 Administrative Budget (“Budget”) of OHFA; directing the Executive Director of OHFA to manage and operate OHFA and the Trust Estate in a manner consistent with said Budget and prior resolutions of the Board of Trustees of OHFA and to report to the Board of Trustees regularly on such operation. APPROVED**
- 20. Third Quarter Report and Cost Center Analysis.**
- 21. Consider approval of Resolutions: a) authorizing an Executive Session of the Trustees of Oklahoma Housing Finance Agency (“OHFA”), pursuant to Section 307.B1 of the Oklahoma Open Meeting Act (25 O.S. Sections 301, et seq.) in regard to personnel matters for the purpose of reviewing the job performance of the Executive Director of OHFA and engaging in discussions pertaining to the duties, terms of employment, compensation and employment benefits of the Executive Director of OHFA; APPROVED**
- b) after the conclusion of the Executive Session, authorizing the reconvening of the Open Meeting of the Board of Trustees of OHFA; and**
- c) pertaining to the duties and terms of employment, including compensation and employment benefits of the Executive Director of OHFA, as the Board of Trustees of OHFA may deem appropriate.**
- 22. Any business not known about or which could not have been reasonably foreseen prior to the time of posting of this Agenda.**
- 23. Adjourned.**

**FOR THE CHAIRMAN**

**Deborah Jenkins  
Executive Director**

**OKLAHOMA HOUSING FINANCE AGENCY  
2020 HOME PROGRAM  
Exhibit A**

**HOME Exhibit "A"**

**APPROVALS**

<b>Applicant</b>	<b>Location of Development</b>	<b>Activity</b>	<b># Units</b>	<b># HOME Units</b>	<b>Score</b>	<b>Award Amount</b>	<b>CHDO Award Amount</b>
Overland Property Group/Residence at Parkside	Harrah, Oklahoma County	MF New Const - Rental	60	4	86%	\$500,000	N/A
Central Oklahoma Community Action Agency/Sooner Lofts	Shawnee, Pottawatomie County	MF New Const/Rehab - Rental	35	7	88%	\$475,000	N/A
Midwest Housing Initiatives/Eagle Flats II	Elk City, Beckham County	MF New Const - Rental	36	6	81%	\$500,000	N/A
Broken Bow Housing Authority/East Side Housing	Broken Bow, McCurtain County	MF Acq/Rehab - Rental	60	6	75%	\$500,000	N/A
Native American Housing Services, Inc.	Edmond, Oklahoma County	S/F New Const - Homebuyer	2	2	67%	\$500,000	N/A
Urban League of Greater Oklahoma City, Inc.	Midwest City, Oklahoma County	S/F Acq/Rehab - Rental	1	1	56%	\$170,000	N/A

Oklahoma Housing Finance Agency  
HOME Program Activity Funding Tracking  
Exhibit B

HOME Program Year	CHDO	Rental	DPA	CHDO
April 2020 to March 2021	Set-aside	Homeownership		Operating Assistance
<b>2020 Allocation</b>				
<b>\$8,530,193.00</b>				
<b>Percentage of Allocation per Annual Plan</b>	<b>25%</b>	<b>50%</b>	<b>10%</b>	<b>5%</b>
<b>Amount based on percentage</b>	<b>2,132,548.25</b>	<b>4,265,096.50</b>	<b>853,019.30</b>	<b>426,509.65</b>
Prior Year Carryover/Deobligated/Returned/Recaptured: 4/2020 - 7/2020				
	<b>1,731,651.04</b>	<b>191,826.64</b>		
<b>HOME Balance available:</b>	<b>3,864,199.29</b>	<b>4,456,923.14</b>	<b>853,019.30</b>	<b>426,509.65</b>
July 2020 Awards and Inspection Costs	2,704,897.00		200,000.00	265,689.00
September 2020 Awards and Inspection Costs	686,000.00	2,007,000.00		
<b>Ending Balance</b>	<b>473,302.29</b>	<b>2,449,923.14</b>	<b>653,019.30</b>	<b>160,820.65</b>
<b>\$3,737,065.38</b>				
(10% of the 2020 Allocation is for the Administration expenses of the Program. That is why the percentages above only total 90%)				

NHTF EXHIBIT "C"

APPROVALS

Applicant	Location of Development	Activity	# HTF Units	Total # Units	Requested Amount	Operating Reserves	Award Amount	Score	Contingent on AHTC
Community Enhancement Corporation	Oklahoma City, Oklahoma County	M/F New Const	20	154	\$ 1,000,000	\$ -	\$1,000,000	109%	N/A
Merak Development Group, LLC	Tulsa, Tulsa County	M/F New Const	7	70	\$ 750,000	\$ -	\$750,000	90%	9% Tax Credits

**Total \$1,750,000**

**Oklahoma Housing Finance Agency  
National Housing Trust Fund Available Balance  
Exhibit D**

<b>NHTF Program Year</b>				
<b>2020</b>		<b>Allocation</b>		
		<b>\$2,700,000</b>		
<b>Carry forward from previous Program Years &amp; Deobligated/Returned/Recaptured:</b>		<b>\$1,067,985</b>		
<b>Total Amount Available</b>		<b>\$3,767,985</b>		
Merak Development Group, LLC		(\$750,000)		
Inspection Fee		(\$8,000)		
Community Enhancement Corporation		(\$1,000,000)		
Inspection Fee		(\$8,000)		
<b>Ending Balance</b>				
		<b>\$2,001,985</b>		