

# HOME Implementation Manual

## REVISION LIST

**The entire Implementation Manual was re-written due to the passage of the 2013 HOME Final Rule.**

### **Revised October 2014:**

#### Chapter 8: Income Determinations

- a. Updated the “HOME Income Certification” form linked to this chapter with the effective 2-1-15 passbook savings rate from 2% to .06%.

#### Chapter 8: Income Determinations and Chapter 26: Rental Program

- a. Added verbiage to these chapters stating effective 10-1-14 unborn children are considered household members when determining household size.

### **Revised January 2015:**

#### Chapter 26: Rental Program

- a) Added verbiage to this chapter reflecting the use of required lease language and the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).
- b) Added a form and link “HOME Required Lease Language Addendum” to be utilized if required lease language is not listed in the lease agreement.
- c) Added a form and link “HUD VAWA Lease Addendum” to protect owners and awardees.

### **Revised March 2015:**

#### Chapter 1: Program Definitions

- a. Added definition for Observation

#### Chapter 4: Financial Management Standards

- b. Added effective dates to this chapter reflecting the use of the Super Circular for new contracts issued.
- c. Added a form and link “Super Circular” for reference.

#### Chapter 23: Affirmative Fair Housing & Marketing (AFHM)

- d. Replaced HUD form 935.2b (Single Family Form) with an OHFA developed form and link “Affirmative Fair Housing Marketing Plan - Single Family Housing” to use when doing a Homebuyer activity.

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### **Revised April 2015:**

#### Chapter 26: Rental Program

- a. Added a link for a Sample Application to use for each initial certification and recertification of households.

### **Revised May 2015:**

#### Chapter 10: Maximum Per-unit Subsidy Amounts and Affordability Chapters

- a. Added a link for HOME Max per-unit Subsidy Limits effective 5-1-2015.

### **Revised July 2015:**

#### Chapter 26: Rental Program

- a. Added a link to a Housing Quality Standards (HQS) inspection form.

### **Revised August 2015:**

#### Chapter 8: Income Determinations

- a. Updated Student Status Affidavit for HOME Units / Clarified per HUD, if a disability, the student must have been receiving Section 8 assistance as of 11-30-2005 before the exception is met.

#### Chapter 13: Program Reports

- b. Updated Rental Activity Annual Report

#### Chapter 26: Rental Program

- c. Updated HOME Unit Rental Status Sheet Instructions for column E (move-in) and column M (move-out)
- d. Updated HOME Unit Rental Status Sheet to reflect revisions to Column E and M

### **Revised October 2015:**

#### Chapter 8: Income Determinations

- a. Updated the Banking Verification form (changed Checking from Six Months Interest Income to Interest Rate & Savings Account from Interest Income to Interest Rate)

#### Chapter 26: Rental Program

- b. Updated the Guidance for HOME Rental Compliance Checklist (added recorded amended deed restriction)

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### Revised November 2016:

#### Chapter 8: Income Determinations

- a. Added a link for Asset Inclusions and Exclusions

#### Chapter 10: Maximum Per Unit Subsidy Amounts

- b. Previously added a link for maximum subsidy limits effective 10-1-2016.

#### Chapter 26: Rental Program

- c. Added language within the chapter to suggest a recertification application to obtain income/asset and other updated information.
- d. Added the utility allowance policy within the chapter for all HOME rental commitments made on or after 8-23-2013.
- e. Added a link to the HOMEfires Vol. 13 No. 2 – Utility Allowance per 2013 HOME Final Rule.

### Revised February 2017:

#### Chapter 10: Maximum Per Unit Subsidy Amounts

- a. Added HUD link to updated HOME Homeownership Values effective March 1, 2017.

#### Chapter 26: Rental Program

- b. Added language to Chapter 26 regarding owner/management transfers. This language can be found at the end of the chapter.

### Revised July 2017:

#### Chapter 26: Rental Program

- a. Revised the utility allowance policy within the chapter for all HOME rental commitments made on or after 8-23-2013.
- b. Added a link regarding OHFA's Utility Allowance policy per 2013 HOME Final Rule.

### Revised September 2017:

#### Chapter 8: Income Determination

- a. Revised the Student Status Affidavit for HOME units

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### Revised October 2017:

#### Chapter 26: Rental Program

- a. Revised the Guidance Checklist with additional specifics

#### Chapter 27: Homebuyer Program

- b. Revised the Guidance Checklist with additional specifics

### Revised November 2017:

#### Chapter 26: Rental Program

- a. Updated the utility allowance policy with the chapter and undated the link to the policy.

### Revised November 2018:

#### Chapter 13: Program Reports

- a. Rental Activity Annual Report / Added language regarding HOME loans at the bottom of page 1.

#### Chapter 26: Rental Program

- b. Added the Final HOME Utility Allowance policy and changed it within the chapter
- c. Added a Sample Cover Sheet to submit to OHFA when requesting UA approval
- d. Added Ashley Burke's name to the HOME Rent Increase Request Form

#### Chapter 27: Homebuyer Program

- e. Added a link for HOME Homebuyer Program Policies and Procedures

### Revised January 2019:

#### Chapter 26: Rental Program

- a. Added language to the chapter regarding VAWA. New requirements are listed on page 10 of this chapter.
- b. Added HUD VAWA Forms 5380 and 5382
- c. Added new prohibited lease requirements to the HOME lease addendum

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### **Revised June 2019:**

#### Chapter 26: Rental Program

- a. Added HUD VAWA Form 5381, HUD Model Emergency Transfer Plan

### **Revised September 2019:**

#### Chapter 8: Income Determination

- a. Changed language regarding requirement to verify child support / alimony income.
- b. Updated Child Support / Alimony Verification Form.

#### Chapter 13: Program Reports

- c. Posted revised HOME Rental Activity Report.

#### Chapter 26: Rental Programs

- d. Changed language regarding requirement to verify child support / alimony income (see revised form linked in Chapter 8).
- e. Added requirement for CO detectors in units.

### **Revised January 2020:**

#### Overview / Helpful Links

- a. Added link for information regarding HUD Housing Counselor Final Rule.

#### Chapter 27: Homebuyer Program

- b. Added link for HOMEfires Vol.15 No. 1 Appraisal-based Resale Formula.

### **Revised August 2020:**

#### Chapter 26: Rental Program

- a. Added information regarding total contract rent vs. when a low HOME unit is receiving a project-based subsidy.

#### Chapter 27: Homebuyer Program

- b. Added Housing Counseling requirement was extended to 8-1-2021.
- c. Suggested adding six months to the recapture agreement so IDIS will match.

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### Revised October 2021:

#### Chapter 2: Procurement

- a. Added overview for chapter

#### Chapter 8: Income Determination

- b. Updated the student exceptions in the chapter by adding orphan or ward of the court.
- c. Updated the HOME Student Affidavit form with exceptions listed above.

#### Chapter 16: Other Federal Requirements

- d. Added overview for the chapter

#### Chapter 26: Rental Program

- e. Added student exception by adding orphan or ward of the court to the chapter.

### Revised March 2022:

#### Chapter 26: Rental Program / Inspections

- a. Added Carbon Monoxide Language
  - A Carbon Monoxide Detector is **REQUIRED** if a unit contains a fuel burning appliance and/or has an attached garage **NO LATER THAN DECEMBER. 27, 2022.**
  - A Carbon Monoxide Detector is **REQUIRED ASAP** if a unit contains a fuel burning appliance and/or has an attached garage and the HOME Award was made post-2018.

If a CO detector is not present but needed (for pre-2019 awards) due to identified source, this will be noted on the inspection. **This will be an observation instead of a finding prior to Dec. 27, 2022. After this time, any missing CO detectors will be considered a Health and Safety finding.**

### Revised April 2022:

#### Chapter 26: Rental Program

- a. Added Special Needs definitions