

**OKLAHOMA HOUSING FINANCE AGENCY
HOME DEPARTMENT**

Chapter 13	
	Reference: 24 CFR, Part 92.509
Subject: Program Reports	

General Requirements

In order to comply with the HUD requirements for information that is not reported through the HOME Integrated Disbursement & Information System (IDIS), and to ensure compliance with the HOME affordability periods, reports must be submitted to OHFA/HDT as requested.

Procedures

- ↳ **Annual Performance Report & Section 3 Reporting**
 - ⇒ The APR covers the period of April 1 – March 31st.
 - ⇒ The APR must be submitted to OHFA on or before May 15th of each year.

- ↳ **Rental Activity Annual Report**
 - ⇒ The Rental Activity Annual Report covers the period of January 1 to December 31.
 - ⇒ The Rental Activity Annual Report must be submitted to OHFA/HDT by February 28th each year (if date falls on weekend or holiday, due next business day) until the affordability period is exhausted.
 - ⇒ The Rental Activity Annual Report is due from any Awardee if a HOME contract has been signed in any year preceding the above due date.
 - ⇒ If the contract is under construction but the written agreement signed on or before Dec 31 of the preceding year, a report must be submitted by Feb 28. Write “UC” by those items not able to be answered or provided Awardee should be able to provide Tenant Selection, AFHM plan, etc.
 - ⇒ Late submission of reports could impact future funding
 - ⇒ **MAIL** entire report to HOME Compliance; piecemeal not accepted.

- ↳ **Utility Allowance Methods**
 - ⇒ A utility allowance method report must be submitted each year to OHFA HOME compliance by July 31.
 - ⇒ This UA method used will be effective from October

Notes

1 – September 30.

⇒ Please see chapter 26 for additional method info.

(**Activity Report on Rehabilitation/New Construction Firms and Professional Services Firms {Minority Business Enterprises (MBE) Contract and Sub-contract Activity Report}**

⇒ The MBE Report covers the period of October 1 – September 30th.

⇒ The MBE Report must be submitted on or before October 10th of each year.

Additional Resources:

- Annual Performance Report (APR)
- Section 3 Summary Report
- Rental Activity Annual Report
- Rental Activity Annual Report Attachments
- Activity Report on Rehabilitation/New Construction Firms & Professional Services Firms