

# REIMBURSEMENT PROGRAM MANUAL

Oklahoma Housing Finance Agency (OHFA) created a Reimbursement Program Manual as a resource for the following programs: HOME Investment Partnership (HOME), HOME-ARP, Housing Opportunities for Persons with AIDS (HOPWA) and National Housing Trust Fund (NHTF). Grantees are required to follow all state and federal requirements, policies, and procedures in this manual.

**General Requirements: The reimbursement form and support documentation should be saved into a PDF format (no gif, or jpg).**

All reimbursement reports should include an expense report that details the total amount requested along with receipts, paid invoices, and pay stubs (or a payroll general ledger detail).

## **HOME and NHTF Program Requirements:**

- Hard cost and soft cost category items should not be combined. Soft costs may include but are not limited to architectural, engineering or related professional services, and costs of environmental review. See 24 CFR 92.206 and 24 CFR 93.201.
- Soft cost cannot exceed the budgeted amount or 7% of the total budget.
- Developer fee cannot exceed the budgeted amount in the written agreement and should corresponds with your PMG inspections. 10% of developer fee will be held until the completion of the project or final inspection has been completed.
- Any changes (including adding or eliminating categories) to the approved budget in the written agreement will require a written modification request.
- DPA (Downpayment Assistance): Closing documents of the homebuyer should have the amount of the DPA provided. **\*HOME Program activity\***
- Reimbursement reports received by noon on Friday will be processed and paid out the following week via ACH (Automatic Clearing House).

## Online Resources:

HOME/NHTF: [Home Investment Partnerships Program - Oklahoma Housing Finance Agency](#)

HOME: [HOME Investment Partnerships Program - HUD Exchange](#)

HTF: [Housing Trust Fund - HUD Exchange](#)

## **Home-ARP:**

- Supportive services cannot be combined with other funding sources other than another HOME ARP services. A qualified applicant can receive tenant-based rental assistance (TBRA) and life skills training with HOME ARP, but they cannot receive funding for life skills training from another outside source.

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- Case management will be a flat fee per qualified person per hour (please see reimbursement report for max per hour) or up to 50% of the Grantee's Case Managers' salary and benefits. Grantees must provide documentation (i.e. paystub or general ledger support documentation) of the full salary and benefits with the percentage calculation broken out. A list of the qualified population and household size will be required (must include household name).
  - Outreach hours will be reimbursed up to 25% of staff salaries. Grantees must provide documentation (i.e. paystub or general ledger support documentation) of the full salary and benefits with the percentage calculation broken out. All other outreach activities require receipts, and paid invoices (i.e. clothes, gas, and supplies).
  - Life Skill/Job Skill (any training) classes held by the Grantee will be reimbursed per instructor hour and invoiced.
  - Travel: A purchase for a vehicle will be limited to \$50,000 (this will not include insurance or maintenance). Mileage reimbursement rate will be limited to the state allowed rate.  
<https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel.html>
  - Any changes (including adding or eliminating categories) to the approved budget categories in the written agreement will require a written modification request.
  - Reimbursement reports received by the 5<sup>th</sup> of the month will be processed and paid by the end of month via ACH (Automatic Clearing House). **Please submit one HOME-ARP reimbursement request per month.**
  - Hard cost and soft cost category items should not be combined. Soft costs may include but are not limited to architectural, engineering or related professional services, and costs of environmental review. See 24 CFR 92.206 and 24 CFR 93.201.
- \*HOME ARP RENTAL/NCS ACTIVITY\***
- Soft cost cannot exceed the budgeted amount or 7% of the total budget. **\*HOME ARP RENTAL/NCS ACTIVITY\***
  - Developer fee cannot exceed the budgeted amount in the written agreement.

**\*HOME ARP RENTAL/NCS ACTIVITY\***

Online Resources

HOME ARP: [HOME-ARP Program - Oklahoma Housing Finance Agency](#)  
[HOME-ARP Program - HUD Exchange](#)

## HOPWA:

- Any changes (including adding or eliminating categories) to the approved budget in the written agreement will require a written modification request.

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- Reimbursement reports received by the 15<sup>th</sup> of the month will be processed and paid by the end of the month via ACH (Automatic Clearing House).

## Online Resources

- HOPWA: [HOPWA: Housing Opportunities for Persons With AIDS - HUD Exchange](#)

**On-Site Monitoring (all programs):** At project completion, the HDT Finance Team will request an on-site financial monitoring visit to review project and financial records, client files, and physical property (if applicable).

**Home-ARP on-site monitoring (Supportive Services activities only):** Monitoring will be conducted after three reimbursements to review the in-take process, qualification process, and financials. OHFA will review the Grantee's use of HOME-ARP funding and how it's being utilized in assisting individuals or families out of homelessness or housing instability into long-term affordable housing.

**OHFA strongly recommends that Grantees set up a separate bank account and a set of general ledger accounts.**

Important Links:

[Oklahoma Housing Finance Agency News - Sign up for OHFA Program Updates](#)

**Policy Effective Date: April 15, 2025**