



**OKLAHOMA HOUSING FINANCE AGENCY  
2026 HOME Investment Partnerships Program (HOME)  
Application Packet**

**100 N.W. 63<sup>rd</sup> St.  
P.O. Box 26720  
Oklahoma City, OK 73126-0720**

## Table of Contents

### Contents

<b>Introduction</b> .....	<b>4</b>
<b>HOME Program Description</b> .....	<b>4</b>
<b>HOME Eligible Entities</b> .....	<b>4</b>
State Recipients:.....	4
CHDOs:.....	4
Sub-recipients.....	5
Nonprofit developers:.....	5
<b>HOME Eligible Activities</b> .....	<b>5</b>
1. Homebuyer.....	5
2. Rental .....	6
3. CHDO Operating Assistance .....	7
<b>HOME Funding – Prohibited Activities as set forth in 24 CFR 92.214</b> .....	<b>8</b>
<b>Mode of HOME Investment</b> .....	<b>8</b>
<b>HOME Program Funds Allocation</b> .....	<b>9</b>
1. Administrative Funds .....	9
2. CHDO Set-Aside.....	9
3. Rental/ Homeownership.....	9
4. Homebuyer Assistance.....	10
5. CHDO Operating Assistance .....	10
<b>Award Amounts</b> .....	<b>10</b>
1. Homebuyer and Rental.....	10
2. CHDO Operating .....	10
<b>Federal Program Regulations, Activity Rules, Model Program Guidance, Federal Notices</b> .....	<b>10</b>
<b>Questions</b> .....	<b>10</b>
<b>Application Process</b> .....	<b>11</b>
<b>Application: Board Consideration</b> .....	<b>12</b>
<b>Application Format</b> .....	<b>13</b>
<b>Threshold Factors</b> .....	<b>14</b>
Program and Financial Monitoring .....	14
1. Application Information Form and Attachments A, B and C, and D .....	16
2. HOME Application Certification .....	16
3. Applicant/Recipient Disclosure/Update Report (HUD-2880).....	16
4. Application for Federal Assistance (HUD-424).....	17
5. Affirmative Fair Housing Marketing Plan .....	17
6. Audit: .....	17
7. Match .....	18
8. Market Analysis .....	19
<b>9. Description:</b> .....	<b>20</b>
<b>10. Property Management</b> .....	<b>21</b>
<b>11. Financing, Underwriting and Subsidy Layering</b> .....	<b>21</b>
<b>12. Organizational Structure, Capacity and Experience</b> .....	<b>24</b>
<b>13. HUD WISER Environmental Training</b> .....	<b>25</b>
<i>Documentation Requirements:</i> .....	25
<b>14. HOME/ Fair Housing Training</b> .....	25
<b>15. Capital Needs Assessment</b> .....	25
16. Readiness to Proceed.....	27
<b>Threshold Requirements Specific to CHDOs:</b> .....	<b>27</b>
17. CHDO Operating Assistance Only .....	27
<b>Threshold Requirements Specific to Non Profits only (not CHDOs):</b> .....	<b>27</b>
18. Nonprofit.....	28
<b>Selection Criteria</b> .....	<b>28</b>

1.	Leverage – 5 Points.....	28
2.	Energy Efficient/Green Building Certification – 5 Points.....	30
3.	Tenant Special Needs Populations – 5 Points (Rental Only) .....	30
4.	Storm Shelter – 5 Points.....	32
5.	Visitability – 5 points.....	33
6.	HOME Investment per Unit – 10 Points .....	33
7.	Tiebreakers.....	33
	<b>OHFA HOME Application Certification .....</b>	<b>38</b>
	<b>OHFA HOME Application - Attachment A .....</b>	<b>39</b>
	<b>OHFA HOME Application - Attachment B .....</b>	<b>41</b>
	<b>OHFA HOME Application - Attachment C .....</b>	<b>43</b>
	<b>OHFA HOME Application – Attachment D.....</b>	<b>45</b>
	<b>OHFA HOME Application - Attachment E.....</b>	<b>47</b>
	<b>OHFA HOME Application - Attachment F.....</b>	<b>47</b>
	<b>OHFA HOME Application - Attachment G .....</b>	<b>50</b>
	<b>OHFA HOME Application - Attachment H .....</b>	<b>52</b>
	<b>OHFA HOME Application - Attachment I.....</b>	<b>53</b>
	<b>OHFA HOME Application - Attachment J .....</b>	<b>54</b>
	<b>Submission Checklist .....</b>	<b>58</b>

## **Introduction**

Oklahoma Housing Finance Agency (OHFA) is the U.S. Department of Housing and Urban Development (HUD) designated State Home Investment Partnerships Program (HOME) Participating Jurisdiction (PJ) for the State of Oklahoma.

Title 24 Code of Federal Regulations (CFR), Part 92 (HOME Program Final Rule), governs this program. Those regulations are incorporated by reference in this Application packet. In any instance when there is a conflict between this packet and CFR Part 92, then CFR Part 92 shall control, except in those cases where OHFA has adopted more restrictive requirements than those included in CFR Part 92. The primary goal of the OHFA HOME Program is to retain and increase the supply of decent, safe, and sanitary affordable housing. OHFA furthers this goal by using the HOME Program financial resources as a catalyst in the development and strengthening of public partnerships with local governments, nonprofit organizations, private sector development entities, financial institutions, and debt and equity capital outlets.

**Potential Applicants must certify that they have read the 2026 HOME Program Processes, Procedures and Topical Guidance, a separate document available on OHFA's website, [www.ohfa.org](http://www.ohfa.org). This document provides additional and more detailed guidance on various HOME Program and OHFA requirements.**

Oklahoma City, Tulsa, Lawton and Norman are communities that are HUD designated Participating Jurisdictions and receive direct annual allocations of HOME Program funds from HUD. Therefore, OHFA does not accept Applications for developments within the city limits of these cities. Likewise, Osage, Tulsa, Washington, Rogers, Creek and Wagoner County are all part of the Tulsa HOME Consortium which receives a direct annual allocation of HOME Program funds. OHFA does not accept Applications for developments within these counties.

## **HOME Program Description**

OHFA's HOME Program description is set forth below. A brief description is also contained in the 2026 Action Plan Update to the 2024-2028 Consolidated Plan, available through the Division of Community Development, Oklahoma Department of Commerce (ODOC). HUD mandates this Action Plan. OHFA conducts several public input sessions, and takes public input into account when drafting the Action Plan. A copy of the HOME 2026 Action Plan can be obtained by contacting ODOC or by accessing it on their website, [www.okcommerce.gov](http://www.okcommerce.gov).

## **HOME Eligible Entities**

**State Recipients:** Units of general local government, including cities, towns, counties and Indian tribes.

**CHDOs:** A Community Housing Development Organization (CHDO) is a private, nonprofit organization that meets certain qualifications prescribed in the HOME regulations. OHFA must utilize a minimum of fifteen percent (15%) of its annual allocation for housing owned, developed or sponsored by CHDOs. (OHFA has chosen to set-aside twenty-five percent (25%) of its annual allocation to CHDOs.) OHFA will designate organizations as CHDOs only after evaluating their qualifications. CHDOs also may be involved in the program as sub-recipients, but the use of HOME funds in this capacity is not counted toward the CHDO Set-Aside.

**Sub-recipients:** A sub-recipient is a public agency or nonprofit organization selected by OHFA to administer all or a portion of the HOME Program. It may or may not also qualify as a CHDO. Sub-recipients administer programs, not Developments. An entity administering a single Development would not be doing so as a sub-recipient. Sub-recipients may administer part of a program for OHFA; they do not have to administer the entire program.

**Nonprofit developers:** A nonprofit developer is a nonprofit housing development organization selected by OHFA, through the competitive Application process described herein, to develop a single HOME Program Development.

## **HOME Eligible Activities**

### **1. Homebuyer**

HOME funds may be used by Applicants to assist eligible individuals or families acquisition and rehabilitation, new construction, and homebuyer assistance of affordable housing for homeownership. Housing Counseling is a requirement for any and all homebuyer activities. Housing counseling must be provided by a HUD approved certified housing counselor. If the Awardee is not a HUD approved certified housing counselor, the Awardee may contract with another agency which employs HUD approved certified housing counselor.

The following is a list of Forms of Assistance. These are defined as a sub-activity under Homebuyer.

- A. Homebuyer Assistance: Provide down payment assistance, closing cost assistance, or reduce the monthly carrying cost of a loan by providing gap financing to individuals purchasing affordable housing. Homebuyer Assistance is a homebuyer direct activity only. This approach to homeownership is best used in areas where an adequate supply of housing exists and where a grant or loan can make housing affordable to low-income households. To apply to administer a Homebuyer Assistance program, please complete the 2026 Homebuyer Assistance Application located on OHFA's website.
- B. Acquisition / Rehabilitation occurs when an applicant acquires and rehabilitates a sub-standard property, as required by HUD, to be sold after rehabilitation to a low-income purchasers. The cost of repairs, not including additions to the unit such as storm shelters, garages, or accessory structures should be a minimum of \$20,000. All rehabilitated properties must meet OHFA's Minimum Rehabilitation Standards which are in place at the time that their written agreement is executed.
- C. Rehabilitation occurs when an applicant proposes to rehabilitate a sub-standard property which is already owned by the applicant which will be sold after rehabilitation to a low-income purchaser. Rehabilitation will be defined the as the cost of improving a building, including labor, materials, and tools. The cost of repairs, not including additions to the unit such as storm shelters, garages, or ramps, should be a minimum of \$20,000 per dwelling unit. All rehabilitated properties must meet OHFA's Minimum Rehabilitation Standards which are in place at the time that their written agreement is executed.
- D. New Construction occurs when an applicant, working as the developer, constructs new housing. New Construction occurs when a unit is built from the ground-up and when construction has not commenced at the time the written agreement is executed. All newly

constructed properties must meet OHFA's Minimum New Construction Standards which are in place at the time that their written agreement is executed.

In keeping with 42 U.S. Code Chapter 130, Subchapter II, Part A § 12742, OHFA has a preference for substandard housing in all Rehabilitation activities. A property shall be considered to be substandard if it has a severe physical problem that endangers the safety or health of its occupants including at least one the following:

- Lack of basic facilities: No bathroom or kitchen facilities, or no hot and cold running water
- Structural issues: Broken staircase or elevator, or at least five significant structural problems
- Electrical problems: Exposed electrical wiring, or outdated or faulty electrical systems
- Heating and ventilation: Lack of heating, or inappropriate ventilation. Inappropriate ventilation occurs when there is a failure to adequately exchange stale indoor air with fresh outdoor air, leading to a buildup of indoor pollutants like dust, mold spores, and volatile organic compounds (VOCs)
- Water problems: Leaking roof, water leaks, or plumbing leaks that result in water damage
- Temperature: Houses that don't maintain adequate temperatures
- Other hazards: Presence of insects or vermin, gas leaks, or fire hazards

Per 24 CFR 92.300 (a)(3), all properties to be acquired and rehabilitated by a CHDO must be substandard at the time of acquisition for rehabilitation regardless of if the property is being rehabilitated for homebuyer or rental purposes.

Potential Applicants proposing to construct new HOME-assisted housing units for sale, or to acquire and rehabilitate HOME-assisted housing units for sale, must note that per 24 CFR 92.254, if a Homeownership unit does not have a ratified sales contract with a HOME-eligible homebuyer household within twelve (12) months of the completion of the construction or rehabilitation, the homeownership unit must be converted to a HOME Rental unit. Construction will be considered complete on the day the unit receives a Certificate of Occupancy or some other documentation from the presiding jurisdiction stating that the unit is safe and suitable for residential use. This rule applies to all Homeownership units assisted with 2026 Program Year funds. Neither OHFA nor HUD has any exception authority, and therefore neither agency can grant a waiver of this requirement. If the homebuyer elects not to acquire the unit, and the twelve-month deadline has already passed, the unit must be converted to a HOME Rental unit.

For Nonprofit Applicants proposing to construct HOME-assisted housing units for sale, after a unit is sold, any proceeds deriving from the sale of the unit(s) shall be treated as program income and paid back to OHFA.

## **2. Rental**

HOME funds may be used by Applicants for acquisition and rehabilitation, rehabilitation and new construction of affordable rental housing. The following is a list of Forms of Assistance. These are defined as a sub-activity under Rental:

- A. Acquisition and Rehabilitation occurs when an applicant acquires and rehabilitates a property for the purpose of renting to individuals. Rehabilitation will be defined as the cost of improving a building, including labor, materials, and tools. The cost of repairs, not including additions to the unit such as storm shelters, garages, or accessory structures

should be a minimum of \$20,000. All rehabilitated properties must meet OHFA's Minimum Rehabilitation Standards which are in place at the time that their written agreement is executed. All acquired properties must meet the definition of substandard at the time of acquisition.

- B. Rehabilitation occurs when an applicant proposes to rehabilitate currently owned housing for purposes of renting to individuals. Rehabilitation will be defined as the cost of improving a building, including labor, materials, and tools. The cost of repairs, not including additions to the unit such as storm shelters, garages, or ramps, should be a minimum of \$20,000 per dwelling unit. All rehabilitated properties must meet OHFA's Minimum Rehabilitation Standards which are in place at the time that their written agreement is executed.
- C. New Construction occurs when the applicant, working as the developer, constructs new housing to be rented to a low income individual or family upon completion. New Construction occurs when a unit is built from the ground-up and when construction has not commenced at the time the written agreement is executed. All newly constructed properties must meet OHFA's Minimum New Construction Standards which are in place at the time that their written agreement is executed.

Potential Applicants for Rental activities must note that HOME Rental units must be rented to an income-eligible household within six (6) months. If a HOME Rental unit is not leased to an initial income-eligible tenant household within six (6) months, the owner must submit a current marketing plan, and if appropriate, a plan for a more aggressive marketing strategy. In addition, if a HOME Rental unit is not leased to an initial income-eligible household within eighteen (18) months of the date of Development completion, the owner must repay the HOME funds invested in that unit. These rules apply to initial qualifying tenant households only. They apply to all Rental units assisted with 2026 Program Year funds. Neither OHFA nor HUD has any exception authority regarding the repayment of HOME funds after 18 months if a unit has not been leased to an initial, qualifying tenant household.

Note: Awardees may not charge tenants living in HOME-assisted Rental housing any fees that are not customarily charged in rental housing.

### **3. CHDO Operating Assistance**

HOME funds may be used by CHDOs for general operating expenses. Assistance for operating expenses may not exceed \$50,000 in any HOME Program Year. CHDO operating assistance awards may also be limited by other statutory or regulatory limits or restrictions. CHDO Operating Assistance is separate from, and not intended to supplant, CHDO Set-Aside funds. Operating Assistance funds cannot pay for Development costs. CHDO Operating expenses are for the operation of the CHDO and are not Development specific.

For Program Year 2026, CHDO Operating Assistance will be awarded at the same time as an award of CHDO Set-Aside funds. Any award for CHDO Operating Assistance will be limited to a maximum of \$50,000. **(The maximum of \$50,000 is for all CHDO Set-Aside awards in Program Year 2026, and not for each separate award.)** In so doing, OHFA will make an exception to its normal policy that a separate Application must be submitted for each different activity and form of assistance. However, to be awarded the CHDO Operating Assistance, the Applicant must complete all sections of the 2026 HOME Program Application that pertain to CHDO Operating Assistance,

and must be eligible to receive CHDO Operating Assistance at the time of Application by completing and submitting the annual CHDO Recertification Application.

**Applications for CHDO Operating Assistance only will not be accepted.**

**HOME Funding – Prohibited Activities as set forth in 24 CFR 92.214**

HOME funds cannot be used to pay for:

- Any costs associated with HOME Application preparation or submittal.
- Costs outside stated contract periods, unless specifically permitted by OHFA and set forth in the Written Agreement.
- Operating subsidies.
- Existing indebtedness.
- Reserve accounts, except for funding an initial operating deficit reserve as set forth in 24 CFR Part 92.206(d) (5).
- The “nonfederal” match for other federal programs except to match McKinney Act funds.
- The development of common areas or off-site infrastructure.
- TBRA for rental assistance in conjunction with the federal Rental Rehabilitation Program (Section 17) to prevent displacements.
- Certain mandated existing Section 8 Program use, such as Section 8 rent subsidies for troubled HUD-insured Developments.
- Activities authorized under 24 CFR Part 968 (Public Housing Modernization).
- Assistance to eligible low-income housing under 24 CFR Part 248 (Prepayment of Low Income Housing Mortgages).
- Development-based rental assistance.
- Assistance authorized under Section 9 of the 1937 Act (Public Housing Capital and Operating Funds).
- Tenant-based rental assistance for the special purposes of the existing Section 8 program.
- Assistance to a Development previously assisted with HOME funds during the period of affordability established by HUD and/or OHFA in the Written Agreement. However, additional HOME funds may be committed to a Development up to one year after Development completion, but the total amount of HOME funds in the Development may not exceed the maximum per-unit subsidy amount.
- The construction of accessory structures. Any structure which is not directly (physically) attached to a residential unit, or that is not exclusively for use by residents, are not eligible to be paid for with HOME funds. This includes but is not limited to community facilities, storage units, garages, and storm shelters.

**HOME Funding – Other Prohibited Activities**

- Any activity which is not set out within the HOME final rule and implemented into the OHFA HOME Program through this application, OHFA’s HOME Program Policies and Procedures, or the terms as specified in a written agreement is prohibited.

**Mode of HOME Investment**

Applicants receiving an award of HOME funds will receive the funds in the form of a grant.

In the 2026 program year, HOME Investment Partnership Program funds may not be paired with a Low-Income Affordable Tax Credit application.

For Homebuyer contracts, Applicants must protect the HOME funds by loaning the funds to the homebuyer(s) at zero percent (0%) interest, that is forgiven at the end of the period of affordability. OHFA must be a party to the loan made to the Homebuyer and must have a written agreement directly with the Homebuyer.

**OHFA has been advised by HUD that Participating Jurisdictions may not grant or loan HOME funds to a pass-through entity that will subsequently loan the funds to another entity.**

OHFA may choose not to release funds to any funded Development until OHFA has received, reviewed and accepted in writing all fully executed legally binding operating, management, ownership or other agreements.

### **HOME Program Funds Allocation**

The amount of OHFA's allocation of HOME funds for Program Year 2026 is unavailable at this time. However, it is anticipated to be similar to the allocation for Program Year 2025, which was approximately \$8.1 million.

All amounts or percentages set forth in this Application packet may be changed at the discretion of OHFA, except where mandated by HOME Program Rules. Such decisions shall be based upon demand, need, efficient resource use, and other program relevant considerations. Such changes shall require at minimum approval by the OHFA Board of Trustees, up to a substantial amendment of the 2026 Action Plan approved by HUD.

Recaptured Funds and Program Income may be used for funding activities as described herein or OHFA may allocate funding to meet other targeted activities.

Funding awards are subject to the availability of HOME funds and the timing needs of individual developments. **OHFA will not make future funding commitments.**

#### **1. Administrative Funds**

Ten percent (10%) of the annual allocation shall be used for administration. These funds shall be used by OHFA to support its overall program delivery and monitoring. OHFA may share a portion of the administrative funds with Homeowner Rehabilitation awardees.

#### **2. CHDO Set-Aside**

Twenty-five percent (25%) of the annual allocation shall be used solely by CHDOs and solely for CHDO-eligible activities.

#### **3. Rental/ Homeownership**

Forty-five (45%) of the annual allocation shall be used for Rental and Homeownership housing activities, excluding Homebuyer Assistance. If no funds remain in the CHDO Set-Aside, Applications from CHDOs for CHDO-eligible activities will be considered from this set-aside.

**4. Homebuyer Assistance**

Fifteen percent (15%) of the annual allocation shall be used for Homebuyer Assistance programs. Homebuyer Assistance to individual households cannot exceed \$20,000. If any funds remain in this set-aside after the January 2027 Board of Trustees meeting, it will then be determined at OHFA’s discretion whether such funds should be transferred to the Rental/Homeownership Set-Aside. To apply for Homebuyer Assistance, please complete the 2026 HOME Homebuyer Assistance application. This activity cannot be applied for within this application.

**5. CHDO Operating Assistance**

No more than five percent (5%) of the annual allocation will be available for CHDO Operating Assistance, pursuant to 24 CFR 92.208(a). If any funds remain in this set aside after the January 2027 Board of Trustees meeting, it will be determined at OHFA’s discretion whether such funds should be transferred to the Rental / Homeownership Set-Aside.

**Award Amounts**

**1. Homebuyer and Rental**

Except for Homebuyer Assistance, the amount of HOME funds to be allocated to an eligible Homeownership or Rental activity is limited to no more than \$1,000,000.

Homebuyer Assistance programs are limited to \$300,000.

**2. CHDO Operating**

CHDO Operating Assistance can be provided up to a maximum of \$50,000.

**Federal Program Regulations, Activity Rules, Model Program Guidance, Federal Notices**

Applicants may easily access a wealth of guidance and information relating to the HOME Program from HUD’s HOME Program website, The HUD Exchange, and the OHFA website. Applicants new to the HOME Program are strongly encouraged to educate themselves on all aspects of HOME, and experienced Applicants should continually seek guidance to improve and build upon their current knowledge of the Program.

- HUD website: [www.hud.gov](http://www.hud.gov)
- HOME Program website: [www.hud.gov/offices/cpd/affordablehousing/programs/home](http://www.hud.gov/offices/cpd/affordablehousing/programs/home)
- OHFA website: [www.ohfa.org](http://www.ohfa.org)
- Environmental Review: [www.ohfa.org/home-environmental-review/](http://www.ohfa.org/home-environmental-review/)
- HUD Resources: HUD Exchange ([www.hudexchange.info](http://www.hudexchange.info)) is a one-stop shop for PJs and their partners to view resources, updates, and information related to all HUD programs.

**Questions**

Questions regarding this Application Packet and the HOME regulations may be directed in writing to:

Oklahoma Housing Finance Agency  
Housing Development Team  
P.O. Box 26720  
Oklahoma City, OK 73126-0720

All Housing Development Team Staff can be contacted by e-mail or phone.

<a href="mailto:darrell.beavers@ohfa.org">darrell.beavers@ohfa.org</a>	Housing Development Director	405.419.8261
<a href="mailto:corey.bornemann@ohfa.org">corey.bornemann@ohfa.org</a>	Housing Development Manager	405.419.8134
<a href="mailto:emily.myers@ohfa.org">emily.myers@ohfa.org</a>	HD Allocation Supervisor	405.419.8135
<a href="mailto:alicia.thomas@ohfa.org">alicia.thomas@ohfa.org</a>	Allocation Analyst	405.419.8137
<a href="mailto:timothy.hicks@ohfa.org">timothy.hicks@ohfa.org</a>	Allocation Analyst	405.419.8269
<a href="mailto:jose.cisneros@ohfa.org">jose.cisneros@ohfa.org</a>	Allocation Analyst	405.419.8133
<a href="mailto:myeshia.williams@ohfa.org">myeshia.williams@ohfa.org</a>	Allocation Analyst	405.419.8231
<a href="mailto:lee.nero@ohfa.org">lee.nero@ohfa.org</a>	Allocation Analyst	405.419.8112
<a href="mailto:chevelle.galbreathe@ohfa.org">chevelle.galbreathe@ohfa.org</a>	Grant Accounting Supervisor	405.419.8130
<a href="mailto:danielle.billups@ohfa.org">danielle.billups@ohfa.org</a>	Grant Accountant	405.419.8214
<a href="mailto:syleste.johnson@ohfa.org">syleste.johnson@ohfa.org</a>	HD Compliance Supervisor	405.419.8280
<a href="mailto:sheri.pritchard@ohfa.org">sheri.pritchard@ohfa.org</a>	HOME Compliance Specialist	405.419.8132
<a href="mailto:lovesta.buchanan@ohfa.org">lovesta.buchanan@ohfa.org</a>	HOME Compliance Specialist	405.419.8120

- Environmental Review questions should be directed to Alicia Thomas, Timothy Hicks, Lee Nero, Myeshia Wallace-Williams, Jose Jacobo Cisneros, or Emily Myers. If awarded funds, the Environmental Review packet must be submitted through Dropbox. Please request a link from the analysts listed above.
- OHFA has put together a website that contains step-by-step Environmental Review instructions including forms, 106 letter templates, and helpful supporting documentation links. This website is located at [www.ohfa.org/home-environmental-review](http://www.ohfa.org/home-environmental-review).

### **Application Process**

Applicants are limited to submitting one Application per Application deadline for consideration at the Board of Trustees meetings held in July, September, and November. However, Applicants may submit multiple Applications to be considered beginning with the January and March 2027 Board of Trustees meeting. An Application must be from an eligible entity and for an eligible activity. To be considered for funding, a HOME Application must satisfy all threshold requirements. An Applicant applying for HOME funds should thoroughly review the Application prior to submission.

Although one Development may have multiple HOME eligible activities, each proposed activity must be submitted as a separate Application. The one exception is for CHDO Operating Assistance. CHDO Operating Assistance will be awarded as part of an Application for CHDO Set-Aside funds.

A Development is defined as: a site or sites together with any building(s) (including manufactured housing units) located on the site(s) under common ownership, management and financing, to be assisted with HOME funds as a single undertaking. The “Development” includes all of the activities associated with the site(s) and building(s).

**OHFA will begin accepting Applications for HOME Program Year 2026 on April 2, 2026, for all activities.**

Once an application has been received OHFA will conduct a thorough review and make funding recommendations based on the documentation submitted. Upon completion of this review, the Applicant will receive a Preliminary Review Report via email which summarizes staffs' review. This report will denote any identified Failed Threshold items and will request additional clarifying or corrective information needed to cure these Threshold deficiencies. Applicants will have a fourteen-calendar day response period following the delivery of the Preliminary Review Report to provide a curative response.

OHFA has within its discretion the ability to extend the response period if the response period ends on a holiday, weekend, or contains multiple days of office closure because of a holiday. Extension must be made to all Applicants and will be circulated in writing. Extensions cannot be granted on a case-by-case basis even if an extension is requested. Staff are unable to approve or review response items prior to the end of Preliminary Review response period. Staff are unable to accept any documentation submitted after the response deadline.

Once the response period associated with the Preliminary Review Report has ended, staff will review the response materials received to determine if all Failed Threshold items have been cured. After this review, prior to the application being acted upon by the OHFA Board of Trustees, staff will provide a Final Review Report via email. This final report will reflect the Applicant's score, if applicable, along with a Failed / Passed Threshold conclusion. This conclusion and score determination will guide Staff's recommendations for funding to the OHFA Board of Trustees.

All Applications will be considered and acted upon by the OHFA Board of Trustees at one of their regularly scheduled meetings. Below are the deadlines by which an Application must be submitted to be considered at the corresponding Board meeting. OHFA at its discretion may delay the consideration of Applications if extenuating circumstances arise.

Oklahoma Housing Trust Fund Applications proposing to incorporate the use of HOME funds must be contingently approved before the HOME award. A HOME Application will not be contingently approved based upon a future Oklahoma Housing Trust Fund award.

**The listed Board meeting dates may be subject to change. Therefore, Applicants are encouraged to contact Staff or access the OHFA website for updated information.** The first Board meeting at which Applications for 2026 HOME Program funds will be considered is the July 2026 Board meeting.

<u>Deadline for consideration</u>	<u>Board Meeting Date</u>
May 7th , 2026.....	July 15th, 2026
July 2nd, 2026.....	September 23rd, 2026
September 3rd, 2026.....	November 18th, 2026
November 12th, 2026.....	January, 2027 (Exact date not set at this time)
January 14th, 2027.....	March, 2027 (Exact date not set at this time)

**Application: Board Consideration**

All Applications will be considered and acted upon by the OHFA Board of Trustees at one of the regularly scheduled meetings. Unless otherwise posted, the meeting time will be 10:00 a.m. and the

meeting place will be 100 NW 63<sup>rd</sup> Street, Oklahoma City, OK, 73116, in the Board Room East and West Conference Room. Interested parties should check the OHFA website periodically for updates on meeting dates, times and locations.

The Board of Trustees may, in their discretion, after hearing the recommendations of Staff and the Applicants, elect to approve or deny an Application irrespective of the recommendation of OHFA Staff, if deemed in the best interests of OHFA and/or the needs of the State of Oklahoma. Accordingly, representatives of the Applicant are encouraged to attend the Board of Trustees meeting to answer any questions of the Trustees, and to present arguments in support of approval of the Application, if necessary. The Applicant's representative should be a responsible employee or official of the Applicant. The Applicant may also be represented by legal counsel.

In their deliberations, the Board of Trustees will consider the Application, Staff's recommendations, the presentation of the Applicant, the HOME Program Rules (OAC 330:55), the Consolidated Plan, the HOME Program Action Plan for 2026 and the 2026 Application process. The procedures set forth in OAC 330:10 and Article II of the Oklahoma Administrative Procedures Act, 75 O.S., Sections 309, *et seq.* (the "OAPA") will be followed. The meeting will be considered an individual proceeding under the OAPA and the decision of the Board of Trustees will constitute a ***Final Order*** thereunder.

**Neither an Applicant nor members of the public shall communicate, directly or indirectly, with the Trustees regarding an Application under consideration, the Application approval process, or the program policies or procedures (except upon notice and opportunity for all parties to participate.)**

OHFA's Board of Trustees makes the final decisions regarding awards of HOME Program funds. Therefore, appeals of the funding recommendations of OHFA Staff must be made at the Board of Trustees meeting at which the applications are considered. **Appeals cannot introduce new documentation that was not included with the original application for funds.**

#### **Application Format -**

- **All Applications must be uploaded to OHFA's Dropbox system, OHFA will not accept hardcopies of applications, nor applications delivered via email.**
- **OHFA is not responsible for any Internet, computer, and uploading, etc. type of issues. Applicants are advised to upload electronic Application files before the deadline. Your Dropbox Application link will expire on the due date at 3:00 p.m. Central time; therefore, an Application cannot be submitted after the deadline. All information to be considered with an Application must be received by the deadline.**
- Step 1: Request a Dropbox folder for the Application to be submitted by emailing any of the OHFA Allocation Analysts. The assigned folder name will be the "Name of Applicant-Activity-City" (Activity means CHDO Operating/Homebuyer/Rental etc.). Provide this information in your request.
- Step 2: The Analyst will "reply to all" in the email folder request by sending a link to the Dropbox folder. The link will be specific to that folder/Application. You can share the

link with others. Please exercise caution when sharing the folder link, do not share with anyone you do not want access to the folder.

- Step 3: Create one PDF document with bookmarks for each tab, even those that are N/A. **For each tab, including those that are N/A, create a title page listing the same name as the bookmark name.** The PDF should be named the same as the initial folder request, see Step 1 above.
- **Please use the tabs listed on the submission checklist as a guide for listing bookmark titles and title pages.**
- **TIP: Tabs are the same as bookmarks in Adobe. For more information about creating bookmarks see <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>.**
- Step 4: Review PDF file for clarity and verify bookmarks work properly. Verify readability after you scan/prepare a document. If a document is too small, or in any other way illegible, then Staff will not be able to evaluate information or count as submitted. This may cause you to Fail Threshold or not receive points. **TIP: When possible, convert documents directly to PDF, then insert signature pages into the PDF.**
- Step 5: Upload PDF Application file. **Once a document is submitted you cannot edit or retrieve it.** If you need to submit a revised Application, then put Revised in the title. **OHFA's Dropbox system is only for submitting Applications, not a method for Application preparation.**
- Step 6: After submission, Applicants will receive an email acknowledging successful upload from Dropbox. If no email is received, please contact staff for confirmation of receipt.

Do not change the content of Application attachment forms that are marked as "DO NOT MODIFY THIS FORM."

### **Threshold Factors**

**Failure to submit or properly address threshold items will disqualify the Application from being scored and considered for funding.** Some factors may not apply to all Applications. Some requirements under a particular factor may not apply to all Applications.

**For threshold factors only,** all Applicants will be notified of insufficient documentation or items in need of clarification, and will be given a 14 calendar day period in which to provide additional documentation and/or clarification as needed. OHFA will permit such additional documentation and/or clarification to be provided electronically via Dropbox or email.

### **Program and Financial Monitoring**

An Application may be denied based upon a review by Program and Compliance Staff of performance issues and previous participation. Compliance Staff will assess the performance of the

Applicant, administrators, consultants, or other partners involved in the development. All monitoring requirements will be judged as of the date of submission of the Application to OHFA.

There is no documentation requirement for Compliance Monitoring. OHFA Staff will review internal records and consult with Compliance Monitoring Staff and Financial Monitoring Staff to determine if the Application meets the necessary requirements for funding. OHFA Staff may request additional information from the Applicant in order to determine that the Application meets all the necessary requirements. Failure to provide any such additional information could cause OHFA Staff to recommend denial of the Application.

- A. **Applicants with unresolved monitoring findings are ineligible to apply for funding.** Prospective Applicants should therefore ensure that all monitoring findings have been resolved to the satisfaction of OHFA Compliance Staff before submitting an Application for HOME funds. “Unresolved” means that the monitoring findings were not corrected within the correction period established by OHFA Staff. Monitoring findings that are still within the correction period will not be counted against the Applicant.
- B. **Applicants with a score of three (3) or higher on OHFA’s Awardee Capacity Measurement System are ineligible to apply for funding. A copy of the worksheet for the Awardee Capacity Monitoring System is available on OHFA’s website, [www.ohfa.org](http://www.ohfa.org).** OHFA Compliance Staff has developed this Awardee Capacity Measurement System in order to better assess the capacity of Applicants to undertake a HOME Development or Program. HUD requires OHFA to certify that an Awardee has the capacity to undertake the Development or Program.
- C. **Applicants with five (5) or more open HOME written agreements (not including CHDO Operating Assistance written agreements) at the time of Application are ineligible to apply for funding.** A large number of open written agreements represents a possible capacity issue, especially should key staff leave before the written agreements are completed. Further, the limit prevents any one entity from monopolizing the limited HOME funds available. An open written agreement is defined as any written agreement that has not been fully expended and for which the proper and complete close-out documents have not been submitted to OHFA. If Applicants submit more than one Application for the same OHFA Board meeting, they should be aware that they cannot receive multiple awards that would cause them to exceed the five (5) written agreement limit.
- D. **Applicants with open HOME written agreements over three (3) years old that are not 100% expended and for which closeout documents have not been submitted to OHFA are ineligible to apply for OHFA HOME funds.** OHFA Staff will verify with HOME Finance that Applicants do not have any open HOME written agreements over three years old, or, if they do have open HOME written agreements over three years old, that the HOME funds are one hundred percent (100%) expended and acceptable closeout documents are on file.
- E. **Applicants with open HOME CHDO Operating Assistance Agreements which were awarded more than thirty (30) months ago or executed more than twenty-four (24) months ago will be ineligible to apply for additional OHFA HOME CHDO Operating Assistance.** CHDO Operating assistance must be based upon the need of the CHDO. If a

CHDO takes a prolonged period of time to expend operating funds, this indicates that the need for assistance is not substantial.

- F. **Applicants with three (3) or more financial findings on one (1) or more open written agreements are ineligible to apply for funding.** Applicants should ensure that financial findings are resolved before submitting a new Application for HOME funds.
- G. In the event that an awardee, an applicant, or the principals of an applicant or awardee are required to repay/return HOME funds as a direct result of non-compliance, a mandatory 24 month sit-out period will be implemented in which the applicant is not eligible to apply for additional funding.

Compliance with all HOME Program rules and regulations is essential. Therefore, OHFA reserves the right, in its sole discretion, to deny any Application due to prior monitoring or financial findings or concerns, regardless of the number or perceived severity. OHFA also reserves the right, in its sole discretion, to deny an Application even if there have been no prior monitoring findings or concerns, if OHFA Staff has other legitimate concerns regarding the Applicant's capacity to undertake the Development or Program.

## **1. Application Information Form and Attachments A, B and C, and D**

### **Documentation Requirements:**

Applicants must submit a fully completed Application Information Form with Attachments A, B, C, and D. The forms for these can be found on pages 43-50.

Applicants must include a signed and notarized Attachment A with their Applications, No change to the wording of the form is permitted.

Applicants receiving HOME funds must comply with all of the Other Federal Requirements as outlined in 24 CFR Part 92, Subpart H. Applicants must include a signed and notarized Attachment B with their Applications, "Certification of Compliance with Other Federal Requirements." No change to the wording of the form is permitted.

Applicants must include a signed and notarized Attachment C with their Applications, "Certification of Financial Management". No change to the wording of the form is permitted.

Applicants must include a signed and notarized Attachment D with their Applications, "Build America, Buy America Act Certification". An option to select applicable general BABA waivers is included in this form. No change to the wording of the form is permitted.

## **2. HOME Application Certification**

### **Documentation Requirements:**

A completed, signed and notarized OHFA HOME Application Certification. The certification can be found on page 46 of this Application Packet.

## **3. Applicant/Recipient Disclosure/Update Report (HUD-2880)**

### **Documentation Requirements:**

A fully completed HUD-2880 Form. This form is available on OHFA's website.

#### 4. Application for Federal Assistance (HUD-424)

##### **Documentation Requirements:**

A fully completed HUD-424 Form. This form is on OHFA's website.

#### 5. Affirmative Fair Housing Marketing Plan

(Applies to all Developments of 5 or more HOME-assisted units)

##### **Documentation Requirements:**

Applicant must submit a copy of the Applicant's Affirmative Fair Housing Marketing Plan. Applicants should use either HUD Form 935.2A (multi-family) or HUD Form 935.2B (single-family). For reference, OHFA advises applicants to refer to OHFA's website to review the Chapter 23 of the Implementation Manual to ensure that the appropriate Affirmative Fair Housing Marketing Plan form is used.

#### 6. Audit:

**OHFA is required to certify that the Applicant has the financial capacity to undertake the activity for which it is applying.** OHFA will examine the audit (or balance sheet, cash flow, and income statement) in order to help assess the financial capacity of the Applicant. OHFA must be assured that the Applicant has sufficient financial strength to provide for unforeseen costs and unanticipated delays. If it does not appear to OHFA Staff that the Applicant has the financial capacity to undertake the Development, the Application will be recommended for denial.

When reviewing an Applicant's financial capacity, OHFA will review an Applicant's Current Ratio, Quick Ratio, and Debt Ratio. The Current and Quick ratio must have a minimum calculation of one. The Quick and Current ratios will be based solely on unrestricted assets, this excludes items such as assets with donor restrictions or properties encumbered by a mortgage. The calculation of these ratios may exceed, but cannot drop below, one. The Debt ratio must have a value less than 1, however, this value may not be negative.

Applicant's need to be able to provide accurate financial statements regarding their current financial position. In the event that OHFA is unable to determine if an entity has financial capacity, or if OHFA's Grant Accountants have concerns which arise from the review of an Applicant's financial information, a request will be made for additional clarifying or supporting documents. Failure to provide the documentation requested will result in the Application being recommend for denial. The Applicant may not use a guarantor to establish, supplement, or replace the Applicant's financial capacity.

##### **Documentation Requirements:**

- A. A copy of the Applicant's most recent audit must be included or on file with OHFA. If on file with OHFA, the Applicant must provide details of when it was submitted and to whom.
- B. **If the audit is for a period ending before June 30, 2025**, a statement that the most recent audit available is included or on file, a report on the current status of the new audit, and an expected completion date for the new audit must be provided. Failure to provide all three will disqualify the Application. The "period ending before June 30, 2025" refers to the Applicant's Fiscal Year, not the date of the preparation of the audit.
- C. Applicant must fully explain all audit findings, reportable conditions, or program compliance issues noted in the audit. The explanation must fully detail actions taken to clear the issues. The Applicant must submit the corrective action plan. If any deficiency or reportable

conditions have not been stated and/or corrected, the Application may be ineligible for funding.

- D. If the Applicant is not required to have an audit according to OMB circular 2 CFR Part 200, then a balance sheet, cash flow statement, and income statement reflecting the current financial position of the Applicant must be submitted. The senior Financial Officer or the Executive Director for the applicant must sign documents to attest to their correctness. OHFA staff reserve the right to request additional documentation as needed to verify financial capacity. The OMB circular 2 CFR Part 200 applies if the applicant expends less than \$1,000,000 in federal funds in their fiscal year. The \$1,000,000 cap applies to all federal funds awarded, not just HOME Program funds.

## 7. Match

All Applications, except for CHDO Operating Assistance Applications, are required to provide match in an amount that is no less than twenty five percent (25%) of the total HOME contract amount. Match contributions must meet the definition of eligible match under the federal program regulations at 24 CFR Part 92. Match is a permanent contribution to the development. Match is a non-federal contribution to the development.

**CFR Part 92.220 provides a complete list of eligible forms of match.** Potential Applicants are strongly encouraged to thoroughly review the list provided.

No form of equity contribution qualifies as match. Owners may not use their own funds as match, even if the funds are not repayable. No amount of match can be provided in the form of owner equity or investment in a Development

24 CFR Part 92.221 states that contributions to Homeownership housing constitute Match only to the extent that the sales price of the housing is reduced by the amount of the contribution. If the sales price of the HOME-assisted housing unit is not reduced from the appraised value, no Match contribution will be recorded, no matter the type or amount of Match provided. Applicants for Homeownership activities must clearly demonstrate that their proposed Match contributions will reduce the sales price of the housing unit for the homebuyer. HUD has advised that if any part of the match is “mortgage-able” then it does not qualify as match.

Banked match is acceptable, but it cannot be derived from an open contract. Banked match can only be derived from a closed, audited contract. Any transfer of banked match from another entity must be completed, or there must be a written commitment to transfer the banked match, at the time an Application is submitted. Banked match is only the amount of match generated in excess of the match liability.

OHFA’s HOME Program has a twenty-five percent (25%) non-federal matching requirement. Waivers granted by HUD will not affect this requirement.

Any questions regarding match should be directed to OHFA’s Grant Accountant Supervisor, Chevelle Galbreath.

### **Documentation Requirements:**

- A. Submit a worksheet showing the calculation of the total twenty-five percent (25%) match. Calculation must include all sources of match, even banked match. The worksheet must also

include separate calculations of each individual source of match, if applicable, showing how the total for each source was derived. For example, if using donated labor, the Applicant must show the calculation of the number of hours donated times the applicable rate.

- B. A description of all sources and amounts of all match commitments.
- C. Signed and dated commitment letters from provider for all sources, including an amount.
- D. If the Applicant is proposing to use banked match, the Applicant must obtain and submit a certification from OHFA's HOME Finance team, signed by both an OHFA representative and the Applicant, that verifies banked match. It is the Applicant's responsibility to verify the accuracy of the banked match certification. The date of the certification must be legible for verification purposes. The banked match certification cannot be more than 120 days old.
- E. If the Applicant is proposing to use discounted land as a source of match, a third-party, independent appraisal must be provided.
- F. If the Applicant is proposing to use sweat equity for match, a third-party, independent audit must be provided for any sweat equity that is not specific to the Development for which the Applicant is applying for HOME funds.
- G. If the Applicant is applying for a Homeownership activity, proof that Match sources, other than Banked and/or Bond Match, reduce the sales price for the homebuyer.

## 8. Market Analysis

A market analysis is required for all activities except CHDO Operating Assistance.

The HOME Program Final Rule requires that OHFA assess the market conditions of the neighborhood in which the housing will be located. This is regardless of the number of units.

**For all developments of up to twenty (20) units, a market study must be included with the Application that includes all of the applicable documentation requirements listed below.** For a development of up to twenty (20) units, Applicants may perform their own scientifically based housing market analysis. Such studies must fully describe the methodology used and sources of all data and information.

The market study will be utilized by OHFA to determine whether the Development meets housing needs and demands. Effective housing market analyses include a thorough investigation into site, neighborhood, and market area, plus a complete analysis of the housing supply and market conditions. Market analyses will determine appropriate housing quantities, types, features and unit mix and are required to clearly document demand for the type and number of affordable housing units proposed. Demand is defined as the total number of households in a market area that would potentially move into the units following the proposed activity. These households must be of the appropriate age, income and size for a specific proposed Development, and there must be some evidence that these households would have an interest in either renting or purchasing the units, depending on the activity proposed. Some sources of this evidentiary data are Housing Authorities, Chambers of Commerce, Community Action Agencies, and local realtors.

The market analysis must be prepared no more than eighteen (18) months prior to the date the Application is filed with OHFA. Updates are **not** accepted.

**For developments of more than twenty (20) units, Applicants must submit a third party, independent housing market analysis.** The analysis must be prepared by a market analyst, unaffiliated with the Applicant, owner or developer, who has experience with single or multi-family rental or single-family homeownership housing, depending on the proposal.

**Documentation Requirements for developments with five (5) or fewer units:**

- A. All information included with the Market Study must be no more than eighteen (18) months old;
- B. A map and a description of the proposed site. Physical features of the property, streets and access information, availability of utilities, and zoning data.
- C. An identification of the number of households in the market area that are income eligible for the type of housing proposed (i.e. rental, home buyer).
- D. A calculation of the capture rate by dividing the total number of units in the Development by the total number of age, size and income-qualified renter households in the primary market area (for rental only);
- E. The expected time of market absorption of the proposed housing (for rental only);
- F. Rent rolls for existing tenants (Rental Acquisition/Rehab only).

**Documentation Requirements for developments of six (6) or more units:**

- A. All information included with the Market Study must be no more than eighteen (18) months old;
- B. A summary of the qualifications of the individual(s) who participated in the development of the market study;
- C. A map and a description of the proposed site. Physical features of the property, streets and access information, availability of utilities, and zoning data.
- D. An evaluation of the need for affordable housing within the market area including a review of economic and employment factors such as population growth trends, development and activity, industry, major employers, and labor force;
- E. An assessment of the current housing supply type, quantity, unit mix, location, age, condition, occupancy levels, and housing cost overburden statistics;
- F. An identification of the number of households in the market area which are of the appropriate age, income and size for the proposed activity;
- G. A description of the potential effect on the occupancy rates of other comparable properties in the market area (for rental only);
- H. A description of rents and vacancy rates of comparable housing (for rental only);
- I. A calculation of the capture rate by dividing the total number of units in the Development by the total number of age, size and income-qualified renter households in the primary market area (for rental only);
- J. The expected time of market absorption of the proposed housing (for rental only);
- K. Rent rolls for existing tenants (Rental Acquisition/Rehab only).

**9. Description:**

- A. Describe the location of the Development (e.g. county, city or town, street address if known, general location, or service area).
- B. Define the number and type of units. This should include bedroom mix.

**For Rental Activities only:**

- C. Specify if the units are fixed or floating units.

- D. If the proposed development is less than 100% HOME assisted units, then the Applicant must show the calculation of the number of HOME-assisted units at Low HOME and High HOME Rents. Applicants are referred to CPD Notice 16-15. The Applicant must demonstrate that the proposed Project has at least the minimum required number of total HOME units, and that the proposed Project has at least the minimum required number of Low HOME units.
- E. Address the relocation of tenants or residents if applicable.

**For Rental New Construction only:**

- F. Provide a report generated by HUDs ‘Minority Concentration Analysis for Section 811 Applications’ tool. This tool has been linked to OHFA’s website. A report must be generated, a screen shot will not be accepted. If the documentation does not support the conclusion that a site meets the requirements, additional documentation will be requested. Applicants are responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR Part 983.57(e)(2) and (3) (Site and Neighborhood Standards). Applicants for Rental New Construction activities should carefully review the Site and Neighborhood Standards section of the 2026 HOME Program Processes, Procedures and Topical Guidance.

**10. Property Management  
(Only Applicable to Applications for rental activities.)**

**Documentation Requirements:**

- A. Self-management means that the applicant, working as the owner of the proposed development will handle all aspects of managing their rental property, from marketing and tenant screening to collecting rent and handling maintenance. If self-managing, the Applicant must provide:
  - a. A statement to this affect.
  - b. The name and contract information for the primary person who will be managing this property.
  - c. Documentation of 2 hours of Fair Housing Training, current within 2 years from the date the application was submitted, and in the name of the primary property manager.
- B. If utilizing a property management company, the Application must clearly identify by name, address, and contact information. The applicant must also provide:
  - a. Provide draft copy of management agreement.
  - b. Describe role of the Applicant and the processes to maintain control over, and supervise, the activities of any third party management company.
  - c. The management company should be able to certify that they have participated in 2 hours of Fair Housing Training within 2 years of the date of application

**11. Financing, Underwriting and Subsidy Layering**

Applicants must provide a detailed budget that delineates all sources and uses of funds for the total Development. Within the budget, Applicants must detail the exact activities and costs to be paid using HOME funds, including any and all soft costs. Generalizations such as “construction costs” are insufficient.

Some specific items in the Documentation Requirements below do not apply to all types of Developments. **If an item does not apply, the Applicant should so state.** If an item does apply, however, the Applicant should present as detailed and specific information as possible.

OHFA must carefully underwrite all HOME-assisted Developments, and make a determination regarding the long-term viability of the Development as well as the reasonableness of the amount of return to the owner or developer. OHFA must examine the sources and uses for each Development and determine whether the costs are reasonable. OHFA must also assure that there are firm financial commitments for every other funding source for the Development, if applicable.

If OHFA determines that the costs are not reasonable or that any other source of funds does not have a firm commitment, OHFA will advise the Applicant and request an adjustment to the costs and/or documentation of a firm commitment.

OHFA may adjust or deny funding requests based on underwriting, the subsidy layering review, and/or other factors. Applicants should ensure that all schedules, budgets, and worksheets agree and balance.

Excel spreadsheets have been provided on OHFA's website under HOME Application Materials. These spread sheets include forms for a budget, operating expense, income statement for homebuyer activities, unit distribution and rents and proforma for rental activities. Use of OHFA provided spreadsheets is required.

**Documentation Requirements:**

- A. Source of all funding with dollar amounts.
- B. Signed and dated commitment letters from all funding sources, including both private and governmental sources. Any terms must be clearly expressed. Commitment letters must contain specific numbers that match those in any and all provided budgets. All commitments must be firm commitments. No contingent commitments are permitted. If using CHDO Proceeds, the Applicant must include the most up-to-date log stating how much in proceeds the CHDO currently has.
- C. Detailed Development Budget, including, but not limited to:
  - a. Acquisition of land and/or buildings.
  - b. All costs for land development, infrastructure and/or site work.
  - c. All costs of construction.
  - d. Professional fees, for example, architect, engineer, attorney, and etc.
  - e. Reserves, e.g. operating and replacement (Rental activities only).
  - f. Budget should delineate exact activities and costs to be paid with HOME funds as well as all other sources of funds.
  - g. Budget should include all soft costs (if any) and clearly delineate which source(s) of funds will pay for them.
  - h. Soft costs (excluding developer fees) paid for with HOME funds must not exceed ten percent (10%) of the total HOME funds (including soft costs) and must be allowable costs under the HOME Program rules. Soft costs may include items such as the Utility Allowance Certification or the provision of Housing Counseling to HOME Homebuyers.
  - i. Developer fees, if applicable. Developer fees will be considered separately from other soft costs and must not exceed the guidelines listed below for each type of activity. Budget should clearly delineate which source(s) of funds will pay for developer fees.

- i. If the applicant is a CHDO, the CHDO may share the developer responsibilities with another entity but the CHDO must maintain complete control over all aspects of the development. If the developer responsibilities are shared, the secondary developer must be compensated out of the developer fee. Developer fee limits may not be exceeded due to the presence of a secondary developer.
- ii. For Homebuyer and Rental New Construction, Rehabilitation, and Acquisition/Rehabilitation activities, the developer fee must not exceed fifteen percent (15%) of the total HOME funds excluding the developer fees and the \$8,000 inspection fee. The developer fee and inspection fee must be included in the HOME maximum investment per unit calculation.
- j. OHFA inspection fee's in the amount of \$8,000. OHFA currently provides \$2,000 Match for the inspection fees which constitutes 25% of the fee charged.
- k. Total sources of funds must equal total uses of funds.
- l. Square footage of all units must be provided.
- m. All costs paid with HOME funds must be HOME-eligible costs.

**For Rental Developments only:**

- D. Operating budget illustrating income, expenses, and debt service.
  - a. The budget should be presented over a fifteen (15) year time period.
  - b. Operating expenses must be reasonable.
  - c. The budget must delineate if utilities are included in the rent total and show calculations. Applicants must provide the source of the utility allowance(s) and the amount(s). **Applicants must use a utility allowance calculation method that has been approved for use by HOME Program Compliance Staff.** All Applicants are permitted to use the PHA utility allowance for underwriting purposes.
  - d. The budget must include achievable rent rates, market vacancies, all fees, and debt coverage ratio.
  - e. The applicant will be required to maintain a reserve account with a balance equivalent to six months of rent collected from the proposed development. If this reserve account is used to cover expenses for the development, the reserve account must be replenished. This reserve account must be fully funded by the time OHFA compliance staff complete their initial visit. This reserve amount must be reflected in the operating budget.
- E. If the proposed development is less than 100% HOME assisted units, then the Applicant must show the calculation of the number of HOME-assisted units at Low HOME and High HOME Rents. Applicants are referred to CPD Notice 16-15. The Applicant must demonstrate that the proposed Development has at least the minimum required number of total HOME units, and that the proposed Development has at least the minimum required number of Low HOME units.

**For Homebuyer Developments only:**

- F. Profit and loss statement based upon the anticipated sale of the proposed homebuyer units.

## 12. Organizational Structure, Capacity and Experience

Applicants are required to have a clear understanding of the rules and regulations that govern the HOME Program, and must demonstrate capacity to implement and operate the HOME Program in accordance with all applicable regulations. Applicants for HOME Program funds must have direct experience in the production of housing. Applicants may utilize the services of consultants, but they will be judged based upon the capacity and experience of their own staff and not that of the consultants.

OHFA must certify to HUD that Awardees of HOME funds have both the financial capacity and housing development expertise and experience to undertake the Development or Program awarded HOME funds. Applicants must document their organizational structure and experience in order to prove that they have the necessary capacity, expertise and experience.

### **Organizational Experience:**

- A. Narrative describing the experience of the organization and its staff persons as it relates to housing development activities. This experience can include both affordable and market rate housing development. If applicable, please refer to activities completed with HOME funds or other federal assistance. Applicants should provide a list detailing the developments their organization has completed within the last 5-year period. This list should include the number of developed units, the location of the development, and what role the applicant's organization played in the development. HOME Program experience is not a requirement for funding, however it helps to establish capacity. Development experience should be equivalent to the proposed development. Applicants which cannot demonstrate experience which relates the activity they are applying for may be required to submit additional supporting documentation and may not be eligible to receive HOME funding for the activity requested in the amount requested.
- B. Document and delineate the names and job titles of all staff persons responsible for the proposed activity and their areas of responsibility. This should include, but is not limited to, daily oversight for overall Development financing, production, and administration.
- C. Document all HOME Program training classes, webinars and workshops attended by housing development staff members within the last 2 years. A list of trainings needs to be provided for this requirement to be met.

### **Consultant Information (if applicable):**

- D. Name, address and contact information of consultant if using a consultant to supplement staff capacity and experience. **CHDO Applicants should note that even if they are using a consultant, they must have paid staff with housing development experience in order to receive an award of funds.** Consultants can, however, provide additional experience and expertise, and can provide training to the Applicant's paid staff.
- E. Detailed description of the experience of the consultant in consulting on HOME Written Agreements for the past three (3) years. This information must include any Applications currently submitted to OHFA for review. Applicants may provide information going back more than three years if needed to document the total number of HOME Written Agreements.
- F. The procurement procedures utilized in selecting the consultant. Specifics must be provided, so that OHFA can properly determine if all federal requirements were met.
- G. The exact services to be provided by the consultant.

### **Partnerships (if applicable):**

- H. An Applicant partnering with another entity must clearly demonstrate that the Applicant is the general partner or member with at least fifty-one percent (51%) of the voting majority over the use of HOME funds under all circumstances in any partnership, LLC or other legal entity. For CHDOs undertaking the activity as a CHDO Sponsorship activity, the CHDO must have 100% ownership of the General Partner of a Limited Partnership, or 100% ownership of the Managing Member of a Limited Liability Company. In either of these cases, Applicants must submit an organization chart.
- I. A copy of organizational documents filed with a Secretary of State for the partnership, LLC or other legal entity. If not organized in Oklahoma, provide documentation of authorization to do business in Oklahoma.
- J. Copy of draft agreements for all commitments. Terms must be specifically delineated including the split of any developer fees and compliance responsibilities.

### 13. HUD WISER Environmental Training

#### **Documentation Requirements:**

HOME applicants must complete the HUD WISER Training Modules on the HUD Exchange website that cover the Environmental material. You must complete all 14 quizzes with required 80% passing grade, and provide the HUD transcript showing passing grades on all quizzes. HUD WISER Training Modules must be completed within 3 years of the application.

HUD will not provide an updated transcript after the courses are taken the first time. If it has been three years since the time the courses were initially taken, please provide the original transcript along with a statement as to when training was most recently taken. This statement should include the name and position of who took the training, and the date

### 14. HOME/ Fair Housing Training

Applicants must complete HOME/Fair Housing training. A class or series must be a total of four (4) hours in length to qualify. The training class(es) will be good for 2 years prior to the date of application. The class(es) or webinar(s) content must be relating to HOME or Fair Housing. If the applicant is self-managing the proposed Development, the 2 hours of Fair Housing Training required in Threshold Criteria 10 may not be counted a second time meet this requirement. Additional Fair Housing Training in excess of the initial two hours may be accepted.

#### **Documentation Requirements:**

The Applicant must provide a certificate or other proof of attendance documenting at least 4 hours. **Each class will be counted only once, regardless of the number of employees that attended or if same classes were attended multiple times.**

OHFA will accept the completion of Building HOME Online Training Modules on the HUD Exchange as sufficient for HOME training. Documentation of this training should include the HUD transcript.

### 15. Capital Needs Assessment

A capital needs assessment (CNA) is required for all multi-family Rental Rehabilitation or Acquisition/Rehabilitation Developments of 26 or more units. A CNA may be requested by OHFA for smaller Developments if deemed necessary to properly underwrite the Developments. Capital

needs assessments performed for the same Development as a requirement of another funding source may, at OHFA's discretion, be accepted in lieu of a specific CNA for the HOME Application.

OHFA will not accept Capital Needs Assessments that are performed by the architect, or engineer who is involved with the rehabilitation of the proposed property. OHFA believes that if an architectural firm who performs a Capital Needs Assessment on a property for which they are involved in the rehabilitation constitutes an Identity of Interest. For example: the Architect that performs the Capital Needs Assessment could overstate the conditions of the property in order to inflate the rehabilitation scope, because they will receive further compensation in the event that the property were to be awarded. By overstating the conditions of the property, the property itself could then qualify for an unnecessary excess amount of award. One of OHFA's priorities is cost containment and the limitation of any excessive award.

Capital Needs Assessment (CNA) means a qualified professional's opinion of a property's current physical condition determined after a physical inspection of the interior and exterior of the units and structures. The physical inspection should include an interview with the onsite manager and maintenance personnel. This assessment should identify deferred maintenance, physical needs, **remaining useful life**, material building code violations that affect the property use, structural and mechanical integrity, and the future physical and financial needs. The assessment must include the cost of labor and materials identified in detail and the extent of future expenditures contemplated to ensure the costs will be addressed through operating and replacement reserves. Components which should be examined and analyzed in this assessment include but are not limited to:

- Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas and electric utility lines;
- Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage;
- Interiors, including unit and common area finishes (carpeting, vinyl or tile flooring, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and
- Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators.

Capital Needs Assessments must be performed by a qualified independent third-party (architect or engineer) which considers the proposed rehabilitation activities to ensure that the **proposed improvements have a useful life that meets the full term of affordability** pursuant to 24 CFR 92.252(e), or that there will be funds available to replace the improvements at the end of their useful life. The assessment should also demonstrate the need for the rehabilitation work and in the degree proposed. Assessment should also include notation of interview with onsite personnel or owner and the cost of labor and materials.

**Documentation Requirement:**

- Third-party independent analysis performed by a qualified architect or engineer. The assessment may be prepared no more than eighteen (18) months prior to Application submission.
- Certification of the independent analyst that the proposed improvements have a useful life that meets the full term of affordability, and that an interview was conducted with either the owner or onsite personnel.

## 16. Readiness to Proceed

### **Documentation Requirements:**

- A. Proof of acceptable form of ownership or site control must be provided if the property to be developed with HOME funds is already owned by the applicant. If the property is not owned, a plan to select and obtain property must be included.
  - a. If property is acquired for use in this development, a completed URA Seller Notification must be submitted prior to property acquisition.
  - b. If property is acquired for use in this development, address the relocation of tenants or residents if applicable.
  - c. Plans to obtain properties must show that the properties will be identified within six (6) months of the HOME award, so that there will not be a significant delay in executing a Written Agreement and committing the HOME funds. OHFA may revoke all or a part of a HOME Program award of funds if all properties are not identified within the six (6) month time frame, due to the HOME Program commitment deadlines.
- B. Production and implementation schedule, of no more than twenty-four (24) months, which clearly identifies all major phases of the proposed Development, **including close-out**. This schedule should be thorough and detailed, and should begin on the anticipated date of award. If the Applicant is awarded funds for the Application, this schedule will be incorporated into the Special Conditions of the Written Agreement between OHFA and the Awardee. This schedule will be used for monitoring the progress of all phases of the activity prior to completion.
- C. Include preliminary plans and specifications, unless the property has not been identified.
- D. Document that the zoning required for the Development is in place. Zoning documentation must contain the property address, the zoning code associated with the property and be issued by a local governmental body. A letter from the city where the property is located is preferred. This documentation is not required for Acquisition/Rehabilitation activities nor when the property has not been identified

Applicants should note that any documentation regarding readiness to proceed that is not provided with the Application will be required before the execution of a Written Agreement for HOME funds.

### **Threshold Requirements Specific to CHDOs:**

#### 17. CHDO Operating Assistance Only

Operating funds will only be awarded to CHDOs that are applying for CHDO Set-Aside funds. **Applicants for CHDO Activities must specifically request CHDO Operating Assistance in the Application.** CHDO Operating Assistance will be awarded in the amount of ten percent (10%) of the CHDO Set-Aside funding award, up to a maximum of \$50,000 per CHDO per Program Year.

### **Documentation Requirement:**

The Applicant must include a detailed line item budget that indicates precisely how the requested operating funds will be expended by employees in relation to those employees' CHDO job duties and responsibilities.

### **Threshold Requirements Specific to Non Profits only (not CHDOs):**

## 18. Nonprofit

**This factor only applies to Nonprofits not applying as a CHDO.**

### **Documentation Requirements:**

- A copy of Nonprofit certification letter from the IRS verifying the Nonprofit is a qualified Nonprofit organization as described in paragraph (3) or (4) of section 501(c) and is exempt from tax under section 501(a). The Nonprofit must have already obtained this certification; letters regarding pending certifications are not acceptable.
- A copy of organizational documents and any amendments. Documents must include as one of the purposes to provide decent housing affordable to Low Income persons.

### **Selection Criteria**

Staff rely on the information provided under each Scoring item to determine if the points elected by the applicant can be granted. If the documentation presented is not sufficient, staff will not be able to award points. Applicants are not able to change or amend their score after their initial application has been submitted. Not all scoring items are applicable to all Applications.

### **Only Homebuyer and Rental Applications will be scored**

Tiebreakers will be used if there are insufficient funds available to fund all of the Applications for HOME funds from that set-aside at the same meeting of OHFA's Board of Trustees.

The score for an Application is expressed as a percentage of the total possible points for the type of activity and form of assistance for which the Applicant is applying. Application scores will be used to determine the order of funding if there are insufficient funds available to fund all of the Applications for HOME funds from a specific set-aside at the same meeting of OHFA's Board of Trustees.

Unless otherwise specified, the method that OHFA staff uses to calculate the score for a particular criterion is to take the number of complete and correct answers divided by the number of applicable questions. Then that number is multiplied by the total number of points in that criterion to arrive at the total points awarded. The total points awarded for all the applicable criteria are added together for a total Application score.

In the event of a tie on scores between Applications, and for Applications that are not scored, tiebreakers shall be used. The tiebreakers are set forth in the Tiebreakers criterion at the end of this section.

#### **1. Leverage – 5 Points**

**Leverage is applicable only to Homebuyer and Rental activities.** Applicants must fully describe all development leverage resources, inducements and incentives that are present in the proposed Application. All sources of construction or permanent financing, except HOME, paying development budget costs are eligible for leverage. However, assistance for homebuyers, such as first mortgages, is not considered leverage. **If any source of funding provides both construction and permanent financing, it will not be counted twice.**

Public and private resources, such as Rural Housing Incentive Districts, CDBG, AHP, AHTC equity, Historic Tax Credit equity, USDA-RHS, HUD, foundation funds, and private capital will be considered in the leverage analysis. **If a source qualifies for both Match and Leverage, it can only be counted in one place.** Some examples of Leverage are given below. **This is not an exclusive list.**

- All construction or permanent financing, public or private, except HOME, paying development budget costs (The maximum amount of a line of credit that will be calculated is the total development budget minus all other sources of construction funding.)
- The total equity provided to the development due to an award of Affordable Housing Tax Credits or from any other tax credits.
- Funds provided by the local governments and grants or loans from other sources.
- The value of donated labor, unskilled labor at \$10.00 per hour, and the value of skilled labor at a normal, accepted rate per hour. If using labor of any kind in leverage calculation, labor costs must be delineated from material costs.
- The value of land and/or a building donated or acquired for a development prior to the Application can count as leverage, but there must be an appraisal or tax assessment included in the Application to document its value.
- In order to count donated supplies or materials, only the documented value of the goods or materials will be considered. The expenses must be legitimately required by the program. The donor must provide a letter to confirm the amount.
- Discounts on supplies, materials, and professional services must be documented. Original prices and discount calculations are required.
- In addition, the value of State and local taxes, charges or fees that are waived, foregone or deferred in a manner that achieves affordability of HOME-assisted developments may be counted as leverage.
- If used to help pay development budget costs, CHDO proceeds may be counted as leverage, but only if the proceeds were generated from a prior Development. CHDO proceeds to be earned from the Development for which the Applicant is applying will not be considered in the leverage calculation.

**Documentation Requirements:**

- A. Signed commitment letters including amounts, terms and other pertinent information from all sources. **All commitments must be firm commitments.**
- B. Applicant’s calculation of the leverage percentage. This is the percentage of the total HOME funds represented by the total eligible leverage resources. The formula for calculating the percentage is the total amount of leverage sources divided by the total amount of HOME funding. That number would then be multiplied by 100 to express it as a percentage.

**If either A or B is insufficient or omitted from the original Application, the leverage source will not be included in the calculation. This documentation cannot be provided at a later date. It must be included with the Application.**

**Leverage points to be awarded:**

At least 10% up to 25% of the HOME funds requested	1 point
At least 26% up to 50% of the HOME funds requested	2 points
At least 51% up to 75% of the HOME funds requested	3 points
At least 76% up to 100% of the HOME funds requested	4 points
101% or more of the HOME funds requested	5 points

When determining the leverage percentage, **normal rounding shall apply**. For example, 50.5% will be rounded up to 51%. 50.4% will be rounded down to 50%.

## 2. Energy Efficient/Green Building Certification – 5 Points

All applicants may complete *either* Attachment E or Attachment F for Energy points.

**Attachment E Home Energy Efficiency Rating Certification** –Applicants must commit to receive a **Home Energy Efficiency Rating System (HERS)** Score within the specific range chosen on the attachment, as evidenced by a report from a Certified RESNET Home Energy Rater who conducted an inspection of the property post-construction/rehabilitation. This Certification must be signed by the Applicant.

**Attachment F Energy Efficiency/Green Building Certification** – specifically listing the energy efficient/green building items for which points are being claimed. This Certification must be signed by the Applicant. HOME Compliance Staff will monitor for these items on the initial compliance monitoring visit. Please have this list available at the initial HOME compliance monitoring, as it may be requested by staff. OHFA’s Construction Inspector will also check for the promised amenities.

Failure to provide the items as certified in the Application could result in a termination of the Written Agreement, de-obligation of the remaining funds, and repayment of funds already drawn down.

## 3. Tenant Special Needs Populations – 5 Points (Rental Only)

Points will be awarded to a Development that commits to dedicate at least ten percent (10%) of the total residential units to serve a Special Needs Population, or multiple Special Needs Populations. A minimum of one (1) unit dedicated to a Special Needs Population is required in order to receive the points, regardless of the percentage. Points will be awarded for the following Special Needs Populations. This is an exclusive list and the tenant must meet the definition of the population type to be served to qualify:

- Homeless
- Persons with mental or physical disabilities
- Military veterans
- Youth aging out of foster care- persons between 18-24 years of age.
- Formerly Incarcerated Individuals Transitioning Into Society

### **Documentation Requirements:**

**Attachment G Tenant Special Needs Certification** - This Certification must be signed by the Applicant certifying that the unit(s) will be dedicated to serving the selected Special Needs Population(s). **HOME Compliance Staff will monitor for this on all compliance monitoring visits.** Any manager’s unit must be included in the calculation of ten percent (10%) of the total residential units. Special Needs Populations cannot be concentrated in a single bedroom size or single building if there are multiple bedroom sizes and/or multiple buildings.

**OHFA will require that the units dedicated to Special Needs Populations be held open for at least 90 days before attempting to lease to a household that is not a qualified Special Needs household.** The 90 days will be from the placed in service date for new units, and from the date that

the unit is available and ready for a new tenant for units that have previously been occupied. In order to lease a Special Needs unit to a household that is not a qualified Special Needs household, the Owner must obtain OHFA's permission to do so. OHFA will require proof that the Owner made reasonable attempts to lease the unit to a qualified Special Needs household, such as giving notice of the available unit to service providers and/or advocacy groups.

### **Definitions of the Special Needs Populations:**

#### **Homeless:**

Means (1) Lacking a fixed, regular and adequate nighttime residence; AND has a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations or a public or private place not ordinarily used as a sleeping accommodation for human beings; OR (2) displaced as a result of fleeing violence in the home, and has a temporary residence that is a supervised public or private shelter, OR (3) certified by an agency involved in regularly determining Homeless status. OR(4)An individual or family who has been displaced due to a major disaster declared by the President of the United States AND receives temporary federal housing assistance within the state of Oklahoma AND has a valid personal federal disaster identification number issued by the Federal Emergency Management Agency (FEMA).

An individual or family residing with friends or relatives on a temporary basis is not eligible as homeless unless the family has been displaced due to a major disaster declared by the President of the United States AND has established residency within the state of Oklahoma (employment, school enrollment, etc.) AND has a valid personal federal disaster identification number issued by the Federal Emergency Management Agency (FEMA).

#### **Homeless Verification:**

To verify homeless eligibility, the homeless applicant must provide one of the following:

- A referral from the shelter that the applicant is residing at; or
- If the shelter is full, a statement from each local shelter in the county verifying that the shelters are unable to accommodate the applicant; or
- If the county does not have a shelter, a statement from DHS that the applicant is homeless and there are not any shelters in that county.

#### **Youth Aging Out of Foster Care:**

This is self-explanatory. Beneficiaries must provide proof that they were a participant in the foster care system, and proof of their current age, which must be between 18-24

#### **Military Veteran:**

A Military Veteran is defined as a person who has served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.

#### **Persons with Mental or Physical Disabilities:**

This means a household composed of one or more persons, at least one of whom is an adult, who has a disability.

(1) A person is considered to have a disability if the person has a physical, mental, or emotional impairment that:

- (i) Is expected to be of long-continued and indefinite duration;
- (ii) Substantially impedes his or her ability to live independently; and
- (iii) Is of such a nature that such ability could be improved by more suitable housing conditions.

(2) A person will also be considered to have a disability if he or she has a developmental disability, which is a severe, chronic disability that:

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) Is manifested before the person attains age 22;

(iii) Is likely to continue indefinitely;

(iv) Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and

(v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated. Notwithstanding the preceding provisions of this definition, the term "person with disabilities" includes two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household described in the first sentence of this definition who were living, in a unit assisted with HOME funds, with the deceased member of the household at the time of his or her death.

#### **Formerly Incarcerated Individuals Transitioning Into Society**

Proof of documentation from Department of Corrections.

#### **4. Storm Shelter – 5 Points**

Storm shelter or Safe room must be constructed in accordance with the most recent State of Oklahoma Uniform Building Code Commission minimum State requirement for storm shelters, which currently requires construction according to ICC/NSSA 500 Standard, FEMA 320 Guideline, FEMA 361 Guideline or other equivalent approved engineered system. Storm shelters/Safe rooms must accommodate all possible residents based on number of bedrooms one and a half (1.5) people per bedroom. The storm shelter must be attached to a residential unit, either located inside the interior space of the unit or on the unit slab – this includes shelters located within an attached garage. Residents must have access.

To review a copy of the OUBCC Storm Shelter Fact Sheet, [Click Here](#)

To review the FEMA 320 Standard, [Click Here](#)

Copies of the ICC/NSSA 500 Standard can be ordered on the International Code Council (ICC) website, [www.iccsafe.org](http://www.iccsafe.org) or through your local book store.

Applicant will complete Attachment H to certify that they are making a commitment to add a storm shelter to the Development.

#### **Documentation Requirements:**

**Attachment H Amenities Certification** – This Certification must be signed by the Applicant. HOME Compliance Staff will monitor for this item on the initial compliance monitoring visit. Please have this certification available at the initial HOME compliance monitoring, as it may be requested by staff. OHFA's Construction Inspector will also check for the promised amenities. Failure to provide the items as certified in the Application could result in a termination of the Written Agreement, de-obligation of the remaining funds, and repayment of funds already drawn down.

## 5. Visitability – 5 points

Applicants must commit to providing **all** three items in 100% of the HOME assisted units in order to receive points by completing Attachment H. It is up to the applicant to follow all Section 504 requirements if applicable to the specific Development. Visitability is the design approach for new housing such that anyone who uses a wheelchair or other mobility device should be able to visit.

Accepted items:

1. Door openings must be at a minimum 32” to accommodate a wheelchair
2. One bathroom on the main floor of the property that is accessible by wheelchair, this does not apply to the shower.
3. One zero-step entry located on at least one accessible entrance of the unit. If there is not one zero-step entry located on at least one accessible entrance to the unit, a ramp must be provided.

### **Documentation Requirements:**

**Attachment I Amenities Certification** – This Certification must be signed by the Applicant. HOME Compliance Staff will monitor for this item on the initial compliance monitoring visit. Please have this certification available at the initial HOME compliance monitoring, as it may be requested by staff. OHFA’s Construction Inspector will also check for the promised amenities. **Failure to provide the items as certified in the Application could result in a termination of the Written Agreement, de-obligation of the remaining funds, and repayment of funds already drawn down.**

## 6. HOME Investment per Unit – 10 Points

Developments will be evaluated based on the amount of HOME assistance provided per HOME-assisted unit. **Applicants should note that HOME assistance per unit cannot exceed the 2026 HOME Program Maximum Per-Unit Subsidy Limits. OHFA Staff will perform the calculation.** No documentation is required for this criterion.

### **Points will be awarded as follows:**

\$1,000 to \$69,999 of HOME assistance per unit.	10 points
\$70,000 to \$89,999 of HOME assistance per unit.	8 points
\$90,000 to \$109,999 of HOME assistance per unit.	6 points
\$110,000 to \$129,999 of HOME assistance per unit.	4 points
\$130,000 or more of HOME assistance per unit.	0 points

## 7. Tiebreakers

Tie-breakers will be used in the event that there are sufficient funds remaining for only one Application.

In all other cases, Applications compete only against other Applications for funding from the same set-aside being considered at the same Board meeting. If there are sufficient funds in a set-aside to fund all Applications that meet all threshold requirements, then all of the Applications in that set-aside will be funded. If not, Applications will be funded in rank order by score, from highest to lowest. Tie-breakers will be used in the event that there are sufficient funds remaining for only one Application, and the next two or more Applications in rank order have achieved an equal score.

**The following tiebreakers will be used for Applications for the following types of activities:**

**All Other Applications**

1. First, Applications for CHDO activities will be awarded ahead of Applications for non-CHDO activities. Applicants do not receive preference simply because they are a CHDO. The Application must be for a CHDO activity.
2. Second, the Application with the least amount of HOME assistance per HOME-assisted unit will be awarded.
3. The third and final tiebreaker will be a random drawing.

**Awards of CHDO Operating Assistance**

CHDO Operating Assistance is limited by statute and the HOME Final Rule to five percent (5%) of OHFA's annual allocation of HOME funds. It is possible that two or more Applications for CHDO activities will achieve the same total score, and OHFA will have sufficient Program funds to fully fund all the activities, but will not have sufficient CHDO Operating Assistance funding to fully fund all Operating Assistance requests. In that event, the remaining Operating Assistance funding will be equally divided between or among the Applicants (as close as mathematically possible, considering that OHFA rounds all awards to the nearest dollar).

**OHFA HOME Applicant Information Form**

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Federal Employer Identification Number:** \_\_\_\_\_

**UEI Number:** \_\_\_\_\_

**Applicant's Official Authorized Signatory:** \_\_\_\_\_

**Name of primary contact person:** \_\_\_\_\_

**Mailing Address of primary contact person:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State and Zip Code:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**The box below may be completed by Applicants who are utilizing a person or entity providing assistance, if Applicants would like the person or entity to be included as a contact.**

<p><b>Additional Contact:</b> _____</p> <p><b>Mailing Address:</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____</p> <p><b>Phone #:</b> _____</p> <p><b>E-mail address:</b> _____</p>
--

**Applicant is:**

City: \_\_\_\_\_ Town: \_\_\_\_\_ County: \_\_\_\_\_ Indian Tribe: \_\_\_\_\_

Public Housing Agency: \_\_\_\_\_ CHDO: \_\_\_\_\_

Non-Profit Developer: \_\_\_\_\_ For-Profit Developer: \_\_\_\_\_

If the applicant is not a CHDO, does the applicant expect the Development to generate Program Income? Yes \_\_\_ No \_\_\_

If yes, how much program income is expected to be generated? \_\_\_\_\_

Is Applicant applying as a CHDO for CHDO activities? Yes \_\_\_\_\_ No \_\_\_\_\_

Does applicant expect the Development to generate CHDO Proceeds? Yes \_\_\_ No \_\_\_

If yes, will applicant apply to retain CHDO Proceeds? Yes \_\_\_ No \_\_\_

Have there been any changes in the CHDO board composition, staff members, or capacity since the last CHDO re-certification? \_\_\_\_\_

**Location of Development:**

Address(es)/City (ies): \_\_\_\_\_

County (ies): \_\_\_\_\_

Oklahoma Senate District Number(s): \_\_\_\_\_

Oklahoma House District Number(s): \_\_\_\_\_

U.S. Congressional District: \_\_\_\_\_

_____ Units built	_____ Units rehabilitated/reconstructed
_____ Units acquired	_____ Units acquired and rehabilitated

**Total units receiving HOME assistance:** \_\_\_\_\_

For Rental Developments, are the HOME units Fixed or Floating? \_\_\_\_\_

**HOME Activity:**

Is this Application in conjunction with an Oklahoma HTF Application? Yes \_\_\_ No \_\_\_

If yes, then what is the name of Development? \_\_\_\_\_

**Type of Units:**

_____ Apartments	_____ Stand-alone Homes
_____ Duplex	_____ Triplex

Number of Bedrooms in each unit: \_\_\_\_\_

Square Footage of each unit: \_\_\_\_\_

**If the type of activity or form of assistance is not on the list, then it is not an eligible activity.**

**1. Homebuyer**

\_\_\_\_\_ Acquisition/Rehabilitation

\_\_\_\_\_ **New Construction**

**2. Rental**

\_\_\_\_\_ **Single Family - Acquisition/ Rehabilitation**

\_\_\_\_\_ **Single Family - Rehabilitation**

\_\_\_\_\_ **Single Family - New Construction**

\_\_\_\_\_ **Multi-Family - Acquisition/ Rehabilitation**

\_\_\_\_\_ **Multi-Family - Rehabilitation**

\_\_\_\_\_ **Multi-Family - New Construction**

**3 \_\_\_\_\_ CHDO Operating Assistance**

**HOME Application Match Calculation and Match Request**

<b>HOME Program Funds</b>	_____
<b>CHDO Operating Assistance in conjunction with a CHDO Activity (If applicable)</b>	_____
<b>Total HOME Funds Requested:</b>	_____
<b>Total Match (25% of HOME Contract, excluding CHDO Operating Assistance)</b>	_____



**OHFA HOME Application - Attachment A**

Check the appropriate line and sign and date at the bottom. It must be signed by the Chairman, Executive Director, or highest elected official, and duly notarized.

**Match**

\_\_\_\_\_ NO sources of match presented in this Application are from federal sources. (All Applications, regardless of sources of match, must complete.)

\_\_\_\_\_ NONE of the \$ \_\_\_\_\_ (amount) of banked match presented in this Application has been expended or committed to another development. (Only if using banked match.)

**Monitoring – Program or Financial**

\_\_\_\_\_ There are no HOME monitoring issues with any of Applicant’s open contracts.  
**OR**

\_\_\_\_\_ There are some monitoring issues with some of open contracts. The plan(s) to correct the issues were submitted on \_\_\_\_\_ to the HOME Compliance Staff.

\_\_\_\_\_ Not Applicable

**SIGNATURE PAGE TO FOLLOW. DO NOT MODIFY THIS FORM.**

I certify that the above statements are true and correct to the best of my knowledge and belief. I understand that any misstatement or falsification of information shall be grounds for cancellation of the contract and recapture of the HOME award.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by  
\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

**OHFA HOME Application - Attachment B (DO NOT MODIFY THIS FORM)**

**Certification of Compliance with Other Federal Requirements**

Affiant: \_\_\_\_\_

Applicant: \_\_\_\_\_

*(Insert exact legal name of the organization)*

Affiant, as the duly authorized representative of the Applicant, does hereby on oath affirm the following:

1. Applicant understands and will comply with the requirements of Title VI of the Civil Rights Act of 1964, As Amended (42 U.S.C. 2000d et. seq.); The Fair Housing Act (42 U.S.C. 3601-3620); Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259; and the Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101).
2. Applicant understands and will comply with the HOME Program requirements for Affirmative Marketing on any Development with five or more HOME-assisted units. Applicant certifies that it has an Affirmative Marketing Plan and/or written Affirmative Marketing procedures in place to assure compliance with the all of the requirements of 24 CFR 92.351.
3. Applicant understands and will comply with the requirements of the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155,201,218, and 225); the Fair Housing Act (42 U.S.C. 3601-19); and Section 504 of the Rehabilitation Act of 1973. Applicant certifies that it has a Fair Housing Plan in place to assure compliance with all of the requirements of the Fair Housing Act.
4. Applicant understands and will comply with the requirements of Equal Employment Opportunity (Executive Order 11246, as Amended); Section 3 of the Housing and Urban Development Act of 1968; and Minority/Women’s Business Enterprise (Executive Orders 11625, 12432 and 12138). Applicant certifies that it has a Minority/Women’s Business Enterprise Plan in place to assure compliance with all of the requirements of 24 CFR 92.351(b) and the aforementioned Executive Orders. Applicant further certifies that it has a written plan in place to address compliance with Section 3 of the Housing and Urban Development Act of 1968.
5. Applicant understands and will comply with the requirements of the Davis-Bacon Act and Related Acts (40 U.S.C. 276(A)-7); the Contract Work Hours and Safety Standards Act, as Amended (40 U.S.C. 327-333); the Copeland (Anti-Kickback) Act (40 U.S.C. 276c); and the Fair Labor Standards Act of 1938, as Amended (29 U.S.C. 201, et. seq.).
6. Applicant understands and will comply with the contracting and procurement requirements of the HOME Program.
7. Applicant affirms that no person who is an employee, agent, consultant, or officer of the Applicant who could exercise any functions or responsibilities with respect to any activity assisted with HOME funds, or who would be in a position to participate in a decision-making process or gain inside information with regard to any HOME-assisted activity, will obtain a financial interest or benefit from any HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect

thereto, or the proceeds thereof, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

8. Applicant understands and will comply with the requirements of the Environmental Review process for the HOME Program, including the requirements of 24 CFR Part 58 and CPD Notice 01-11.
9. Applicant understands and will comply with Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106).
10. For any new construction of rental housing units, the Applicant will provide housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act and Executive Order 11063, and HUD regulations issued pursuant thereto, as well as ensuring that the proposed sites for new construction meet the requirements in 24 CFR 983.6(b).
11. Applicant will ensure that all units in a Development assisted with HOME funds comply with 24 CFR Part 35 regarding the lead-based paint requirements for HUD-assisted housing.
12. Applicant understands and will comply with the provisions of the Uniform Relocation Act on all HOME Developments involving rehabilitation, conversion or demolition.
13. Applicant understands and will comply with the Violence Against Women Act of 2013 (24 CFR 92.359). VAWA provides protections to applicants or tenants of HOME-units who are survivors of: domestic violence, dating violence, sexual assault, or stalking. This applies to HOME rental units and HOME TBRA where a HOME commitment was made after December 15, 2016.
14. Applicant agrees to abide by all applicable parts of the 2026 HOME Program Processes, Procedures and Topical. The Applicant certifies to OHFA that they have read and understood the requirements, and that they will follow them.

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

## **OHFA HOME Application - Attachment C**

### **Certification of Financial Management**

Affiant: \_\_\_\_\_

Applicant: \_\_\_\_\_

***(Insert exact legal name of the organization)***

Affiant, as the duly authorized representative of the Applicant, on oath affirms the following:

1. Applicant has written policies and procedures in place to provide for the following:
  - A. Tracking expended and unexpended HOME funds
  - B. Tracking and allocation of administrative costs, if applicable
  - C. Tracking of Program Income or CHDO proceeds, if applicable
  - D. Properly maintaining source documentation of expenditures
  - E. Tracking of match liability and credit
2. Applicant has written policies and procedures in place to ensure that all expenditures are eligible, reasonable, and properly documented.
3. Applicant has written policies and procedures in place to ensure proper control of records and documents.
4. Applicant has written policies and procedures in place and adequate staff to ensure separation of duties.
5. Applicant has adequate internal controls in place to ensure proper maintenance and disbursement of the HOME funds.
6. Applicant certifies that it will comply with those parts of the OMB Uniform Guidance, 2 CFR Part 200 (the "Super Circular") that are applicable based on the type of Applicant and the type of Activity. (CHDO's and For-Profit Developers are subject only to the cost reasonableness standards as set forth in 2 CFR Parts 200.404 and 200.405.)
7. Applicant agrees to keep all records and files as it pertains to the HOME Program, either digital or physical, for the full duration of the affordability period, and for at least three years after the end of the affordability period.
8. Applicant agrees to abide by all applicable building codes and construction standards as set by OHFA, and the Federal, State, and local government including the most recent International Residential Code (IRC). OHFA's New Construction and Rehabilitation standards can be located on OHFA's website.
9. Applicant agrees to abide by the 2021 IECC code or 90.5 ASHRAE code as applicable.
10. Applicant agrees to use OHFA's standard forms for the deed restriction, amended deed restriction, any mortgages, affidavits, or other applicable compliance forms.

**SIGNATURE PAGE TO FOLLOW. DO NOT MODIFY THIS FORM.**

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by

\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

## **OHFA HOME Application – Attachment D**

### **Certification of BABA Compliance – DO NOT MODIFY THIS FORM**

The Applicant hereby certifies that, as required by the Build America, Buy America (BABA) Act, all of the iron, steel, manufactured products, and construction materials incorporated into an infrastructure Development are produced in the United States, unless exempted by a HUD general waiver or a Development-/product-specific waiver approved by the Made in America Office (MIAO) at the Office of Management and Budget (OMB).

For covered materials not otherwise exempted from the Buy America Preference (BAP), the undersigned certifies the following:

- All iron and steel used in the Development are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- All manufactured products used in the Development are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product;
- All construction materials used in the Development are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

Additionally, the Applicant has read the requirements for the De Minimis Waiver, Small Grants Waiver, and Notice CPD 2025-01. Upon review, the applicant may attest to the applicability of the following. (Please select one of the options below.)

- This development is exempt from BABA requirements under Notice CPD-025-01 as the development contains fewer than 5 total units and is considered private.
- The amount of HOME funds requested is less than \$250,000 and qualifies for the Small Grant Waiver.
- Less than 5% of total Development costs will be used on BABA applicable materials. This Development qualifies for a De Minimis waiver. **A detailed Construction / Rehabilitation budget must be provided with a detailed breakdown of materials and supplies being put into the project along with corresponding costs.** Staff have the discretion to deny the request for this waiver, or request additional clarification based upon the supporting information provided. (Homebuyer & Rental Rehabilitation Developments Only)

The HOME funds requested will exceed \$250,000 and more than 5% of total Development costs are generated by BABA applicable materials. The Development will only be eligible for Development Specific Waivers to be requested as the Development progresses.

I hereby certify this information is complete and accurate and agree to provide documentation collected on the country of origin for all covered materials I caused to be incorporated into or affixed to an infrastructure Development to OHFA and HUD upon request. Additionally, I understand that failure to provide any of the documentation necessary may result in the return of all HOME Program funds, both expended and unexpended, which may be allocated to this development.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by

\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

**OHFA HOME Application - Attachment E**

**Home Energy Efficiency Rating Certification – 5 points**

Development Name: \_\_\_\_\_

**The Undersigned hereby certifies:**

- That once construction/rehabilitation of the Development is complete, it will receive a HERS Score at or below the election they make below, as evidenced by a report from a Certified RESNET Home Energy Rater who conducted an inspection of the property post-construction/rehabilitation.

Applicants may choose only one (1) of the following:

- HERS Score of less than or equal to 80 – 5 points
- HERS Score of 81-85 – 4 points
- HERS Score of 86-90 – 3 points
- HERS Score of 91-95 – 2 points

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

**DO NOT MODIFY THIS FORM**

**OHFA HOME Application - Attachment F**

## Energy Efficiency/Green Building Certification – 5 points

Development Name: \_\_\_\_\_

### The Undersigned hereby certifies:

- ❑ That the energy efficient/green building items marked below will be **included in the plans** and specifications for one hundred percent (100%) of units in the Development and that they have been included in the budget.
- ❑ That the energy efficient/green building items marked below **exceed the minimum requirements** of the applicable building codes.
- ❑ That the applicant has read and incorporated all required energy codes and standards into the development.

Substitutions will be permitted after a Development has been Awarded Funds. The total points after the substitution must equal the total points at the time of the award.

### These two items must be provided:

- Carbon Monoxide detector in each unit with a fuel-burning heater or appliance, a fireplace, or an attached garage
- Smoke detector in each unit

### Check all that apply:

- Shower heads with a maximum of 2.0 gallons per minute flow rate (1 point)
- Fire Suppression system installed in stove vent hood (1 point)
- Ceiling Fans installed in every bedroom and living room (2 points)
- Drought tolerant exterior plantings and grass to limit need for watering (2 points)
- Use of Low or no VOC paint throughout the Development for compliance period (1 point)
- Foaming gaps at windows, doors, eave lines, electrical outlets, switches (2 point)
- Mold guard drywall, at least in bathrooms, kitchen, and laundry rooms. (3 Points)
- Radiant barrier per ASTM standards in attic and/or roof sheathing and/or exterior wall sheathing. **May not be combined with spray foam insulation. N/A for Rehabilitation Developments.** (2 points)

I hereby certify that by receiving points for the items mentioned above and on the previous page, I am committing to add these amenities to the Development.

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by

\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

**DO NOT MODIFY THIS FORM**

**OHFA HOME Application - Attachment G**

**Tenant Special Needs Populations Certification – 5 Points**

**Development Name:** \_\_\_\_\_

**The Undersigned Certifies:**

- To dedicate at least ten percent (10%) of the total residential units to serve a Special Needs Population, or multiple Special Needs Populations. A minimum of one (1) unit dedicated to a Special Needs Population is required in order to receive the points, regardless of the percentage.
- The Special Needs Population meets the definition in the application
- Special Needs Populations cannot be concentrated in a single bedroom size or single building if there are multiple bedroom sizes and/or multiple buildings.

- Homeless
- Persons with mental or physical disabilities
- Military veterans
- Youth aging out of foster care- must be 18-24
- Formerly incarcerated individuals transitioning into society

**SIGNATURE PAGE TO FOLLOW. DO NOT MODIFY THIS FORM**

I hereby certify that by receiving points for the items mentioned on the previous page, I am committing to add these amenities to the Development.

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_  
County of \_\_\_\_\_

Attest:  
This document was acknowledged before me on \_\_\_\_\_ by  
\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_

**(SEAL)**

**OHFA HOME Application - Attachment H**

**Storm Shelter – 5 points**

**For developments of less than five (5) units, the storm shelter does not have to be accessible.**

Storm shelter or Safe room that meets or exceeds FEMA guidelines and the ICC/NSSA standards (ICC-500). Storm shelters/Safe room must accommodate all possible residents based on number of bedrooms one and a half (1.5) people per bedroom. The storm shelter must be attached to a residential unit, either located inside the interior space of the unit or on the unit slab. (Please find helpful information regarding storm shelters within the links below)

- To review a copy of the OUBCC Storm Shelter Fact Sheet, [Click Here](#)
- To review the FEMA 320 Standard, [Click Here](#)
- Copies of the ICC/NSSA 500 Standard can be ordered on the International Code Council (ICC) website, [www.iccsafe.org](http://www.iccsafe.org) or through your local book store.

**DO NOT MODIFY THIS FORM.**

I hereby certify that by receiving points for the items mentioned in this attachment, I am committing to add these amenities to the Development.

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by

\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

**(SEAL)**

**OHFA HOME Application - Attachment I**

**Visitability – 5 points**

Applicants must commit to all three items in order to receive points by completing attachment H. It is up to the applicant to follow all Section 504 requirements if applicable to the specific Development.

Accepted items:

- Door openings must be at a minimum 32” wide to accommodate a wheelchair
- One bathroom on the main floor of the property that is accessible by wheelchair., this does not apply to the shower.
- One zero-step entry located on at least one accessible entrance to the unit. If there is not one zero-step entry located on at least one accessible entrance to the unit, a ramp must be provided.

**DO NOT MODIFY THIS FORM.**

I hereby certify that by receiving points for the items mentioned on this attachment, I am committing to add these amenities to the Development.

\_\_\_\_\_  
Name and Title (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Attest:

This document was acknowledged before me on \_\_\_\_\_ by

\_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

**(SEAL)**

**OHFA HOME Application - Attachment J**

**CHDO Proceeds Reuse Agreement**

This CHDO Proceeds Reuse Agreement (the "Agreement") is entered into between \_\_\_\_\_ (hereinafter referred to as the "CHDO") and Oklahoma Housing Finance Agency ("OHFA") for the specific use of CHDO Proceeds generated, from the use of HOME funds from Home Investment Partnerships Program (HOME) Written Agreements.

RECITALS

WHEREAS, OHFA is the Participating Jurisdiction for the State of Oklahoma under the HOME Investment Partnerships Program ("HOME"), as set forth in rules provided by the Department of Housing and Urban Development ("HUD"); and

WHEREAS, OHFA has approved awards of HOME funds to the CHDO and entered into HOME Program Written Agreements with the CHDO; and

WHEREAS, the CHDO desires and will be eligible to retain all proceeds generated from the use of HOME funds awarded from contract # \_\_\_\_\_ and use CHDO proceeds from the activity covered by the Written Agreement; and

WHEREAS, the parties are desirous of establishing and agreeing upon the duties and obligations of the CHDO regarding the retention and future use of these CHDO Proceeds in accordance with Federal laws and regulations and the rules of OHFA; and

WHEREAS, the CHDO agrees to sign a CHDO Proceeds Reuse Amendment upon generating and expending funds so to provide OHFA with use of such; and

WHEREAS, the CHDO agrees the first re-use of such proceeds will be used for HOME-eligible or other low-income housing activities.

NOW THEREFORE, in consideration of the foregoing, the parties hereto, intending to be legally bound, agree as follows:

WITNESSTH

**1. Purpose of Agreement.** The purpose of this Agreement is to set forth the understanding of the parties as to the sources and permitted uses of CHDO Proceeds and provide for the administration of said CHDO Proceeds.

**2. Representations of CHDO.** CHDO represents and warrants to OHFA that CHDO has the experience, staff, advisors, and resources to properly administer and control the use of CHDO proceeds and that CHDO will promptly notify OHFA of any change in circumstances which could render CHDO incapable of performance of CHDO's duties and responsibilities

hereunder. CHDO understands and agrees that CHDO shall be bound by the terms and conditions and representations stated herein, and all the requirements for CHDO Proceeds reuse as set forth in 24 CFR Part 92.

**3. Sources of CHDO Proceeds.** The CHDO hereby represents that the CHDO Proceeds have been generated solely by CHDO HOME Program Activities.

**4. Uses of CHDO Proceeds.** CHDO understands and agrees that any and all CHDO proceeds which CHDO is authorized to retain must be used for HOME-eligible or other housing activities to benefit low-income families, as required by 24 CFR 92.300(a)(2). CHDO understands and agrees that in the event CHDO fails to use CHDO Proceeds in the manner prescribed herein, or in Program violations detailed in OHFA Chapter 330:55-7-2 HOME Rules (Rules) and in accordance with sound financial management practices, as OHFA may determine in its sole discretion, all unencumbered CHDO Proceeds and any future cash receipts generated from the use of CHDO Proceeds shall be returned to OHFA upon demand by OHFA or other such Corrective and remedial actions as detailed in OHFA Chapter 330:55-7-3 HOME Rules (Rules).

**5. Responsibilities of CHDO.** In addition to any responsibilities set forth in the applicable federal regulations applicable to the HOME Program, OHFA's Chapter 330:55-7-4 HOME Rules (the "Rules") and elsewhere in this Agreement, including but not limited to the responsibilities set forth under paragraph 6 of this Agreement, CHDO shall be responsible for the following:

CHDO Proceeds Tracking Log: CHDO will maintain a thorough and detailed log of all CHDO Proceeds. All CHDO Proceeds must be properly documented and tracked in their own separate account. These records must be always available for review by OHFA or HUD Staff.

**6. Administration of CHDO Proceeds.** CHDO understands and agrees that CHDO will administer the CHDO Proceeds as follows:

The CHDO shall establish and maintain the following records:

- a. CHDO Proceeds tracking log.
- b. CHDO Proceeds expenditure reports.
- c. Individual Development records for any HOME assisted units.
- d. Such other records as may be reasonably necessary to account for CHDO Proceeds.
- e. All reporting and documentation will be maintained for a period of five (5) years after the last CHDO proceeds are reused.

**7. Term of Agreement.** This Agreement shall commence upon its execution by both parties and shall remain effective until CHDO Proceeds derived from the HOME Written Agreement is first re-used as required.

**8. General Provisions.**

8.1. Binding Effect. The terms and conditions of this Agreement shall extend and inure to the benefit of and be binding upon the respective successors, heirs, and assigns of the parties hereto.

8.2. Assignment. This Agreement may not be assigned by CHDO without the prior written consent of OHFA. Any such assignment made without the written consent of OHFA shall be void and result in the termination of this Agreement.

8.3. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings between the parties relating to the matters set forth herein.

8.4. Amendments. All amendments to the Agreement must be in writing and approved by both parties to this Agreement.

8.5. Construction. This Agreement shall be construed, enforced, and governed in accordance with the laws of the State of Oklahoma and any federal statutes and regulations applicable to the funding provided hereunder.

8.6. Notice. All notices, requests, and demands shall be to the following persons:

**OHFA:** Oklahoma Housing Finance Agency  
Attn: Housing Development / Compliance  
Post Office Box 26720  
Oklahoma City, OK 73126-0720

**CHDO:** \_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any notice will be deemed to have been given on the date such notice is personally delivered. The party issuing such notice may use any service that provides a means to track and verify such delivery.**

Either party may designate upon written notice to the other party another person or address for the receipt of notices under this agreement.

8.7. Captions; recitals. The captions and headings used in this Agreement are intended for convenience only and shall not be used for purposes of construction or interpretation. All recitals are incorporated and made a part of this Agreement.

8.8. Monitoring. CHDO agrees and recognizes that such activities undertaken as part of this Reuse Agreement shall be subject to OHFA monitoring requirements. CHDO recognizes that OHFA will take such remedial action as necessary to ensure compliance

with HUD HOME regulations and this Reuse Agreement and the Reuse Amendment. If in the event the CHDO is found to be in violation of any HOME regulations concerning CHDO proceeds or a signed agreement concerning such and no remedial action can be taken, OHFA may determine in its sole discretion, all unencumbered CHDO Proceeds, and any future cash receipts generated from the use of CHDO Proceeds shall be returned to OHFA upon demand by OHFA.

IN WITNESS WHEREOF, the authorized representatives of CHDO and OHFA have executed this Agreement to be effect as of the date executed by OHFA below.

CHDO

By: \_\_\_\_\_,  
, Executive Director

\_\_\_\_\_  
Date

Oklahoma Housing Finance Agency

By: \_\_\_\_\_  
Darrell Beavers, Housing Development Director

\_\_\_\_\_  
Date

## **Submission Checklist**

The following checklist is designed to serve as a guide to Applicants to assist them in compiling their Applications. The list is only a guide and may not necessarily be comprehensive.

Applicants should carefully review all submission requirements within the Application to ensure it is complete. Refer also to the HOME Application Matrix for guidance on page 61 of this Application Packet. Submit the checklist with the Application. If a factor or criteria is not applicable, so indicate with N/A, but do not delete the tab for said factor or criteria. **Certain criteria may not be included in this submission checklist if no documentation is required.**

### **One Original Application.**

Check box to indicate completion.

### **Threshold Factors**

	<b><u>TAB #</u></b>
<input type="checkbox"/> Application Information Form and Attachments A, B and C	<u>1</u>
<input type="checkbox"/> HOME Application Certification, HUD Forms 2880 and 424	<u>1</u>
<input type="checkbox"/> Affirmative Fair Housing Marketing Plan	<u>2</u>
<input type="checkbox"/> Audit	<u>3</u>
<input type="checkbox"/> Match	<u>4</u>
<input type="checkbox"/> Market Analysis	<u>5</u>
<input type="checkbox"/> Description	<u>6</u>
<input type="checkbox"/> Property Management	<u>7</u>
<input type="checkbox"/> Financing, Underwriting & Subsidy Layering	<u>8</u>
<input type="checkbox"/> Organizational Structure and Experience	<u>9</u>
<input type="checkbox"/> HUD WISER Environmental Training	<u>10</u>
<input type="checkbox"/> HOME/Fair Housing Training	<u>11</u>
<input type="checkbox"/> Capital Needs Assessment	<u>12</u>
<input type="checkbox"/> Readiness to Proceed	<u>13</u>
<input type="checkbox"/> CHDO Operating	<u>14</u>
<input type="checkbox"/> Nonprofit	<u>15</u>

### **Evaluation Criteria**

<input type="checkbox"/> Leverage	<u>16</u>
<input type="checkbox"/> Energy Efficient/Green Building Certification	<u>17</u>
<input type="checkbox"/> Targeted Special Needs Populations	<u>18</u>
<input type="checkbox"/> HOME Investment per Unit	<u>19</u>
<input type="checkbox"/> Storm Shelter	<u>20</u>
<input type="checkbox"/> Visitability	<u>21</u>
<input type="checkbox"/> Tiebreakers	<u>22</u>

**Threshold Factors**

1. Application Information Form & Attachments
2. HOME Application Certification
3. HUD Form 2880
4. HUD Form 424
5. Affirmative Fair Housing Marketing Plan
6. Audit
7. Match
8. Market Analysis
9. Description
10. Development Commitments
11. Financing
12. Org. Structure, Capacity and Experience
13. HUD WISER Environmental Training
14. HOME/Fair Housing Training
15. Capital Needs Assessment (Rehab only)
16. Readiness to Proceed
17. CHDO Operating Assistance
18. Nonprofit

Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
No	No	Yes	Yes	
Yes	Yes	Yes	Yes	
No	No	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
Yes	Yes	Yes	Yes	
No	No	No	Yes	
NA	No	Yes	Yes	
No	No	No	No	
Only if Nonprofit	Only if Nonprofit	Only if Nonprofit	Only if Nonprofit	On

**Evaluation Criteria**

1. Leverage
2. Energy Efficiency/Green Building Certification
3. Tenant Special Needs Populations
4. HOME Investment per Unit
5. Storm Shelter
6. Visitability

NA	N/A	5	5	
NA	5	5	5	
NA	N/A	NA	5	
NA	10	10	10	
NA	5	5	5	
NA	5	5	5	