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OKLAHOMA HOUSING FINANCE AGENCY

2024 HOME Investment Partnerships Program-American Rescue Plan (HOME-ARP)

Application Packet

100 N.W. 63rd St.

P.O. Box 26720

Oklahoma City, OK 73126-0720

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# 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.

Oklahoma Housing Finance Agency (OHFA) is a self-supporting, nonprofit, tax-exempt entity that serves as the primary administrator of federal housing programs for the state of Oklahoma. A summary of OHFA programs can be found at [www.ohfa.org](http://www.ohfa.org).

The State of Oklahoma has received a one-time allocation of $31,284,361 in Home Investment Partnerships American Rescue Plan (HOME-ARP) funds to provide housing and supportive services to Qualifying Populations (QPs), as defined in the HOME-ARP regulations. These funds are distributed to state and local Participating Jurisdictions (PJs) through the existing Home Investment Partnerships (HOME) Program allocation formula. As the Housing Finance Agency (HFA) for the State of Oklahoma, Oklahoma Housing Finance Agency (OHFA) is the designated administrator of the State’s allocation of these funds.

HOME-ARP is a new funding source with unique eligible uses and requirements therefore applicants selected for funding will be provided technical assistance to ensure the best possible results and to support the sustainability of the applicant/organization.

HOME-ARP funds must be committed by September 30, 2025, and fully expended by September 30, 2030. For funds to be considered committed, a Written Agreement must be entered into between OHFA and the awardee of HOME-ARP funds. OHFA will determine an appropriate spend date for each specific project in order to ensure that funds are fully expended by September 30, 2030. All buildings developed for rental housing or non- congregate shelter will be subject to a restrictive use period that extends beyond completion.

In 2022-2023, OHFA conducted public outreach and gathered public input to inform development of a HOME-ARP Allocation Plan for approval by the Department of Housing and Urban Development (HUD). This Allocation Plan was submitted to and approved by HUD. The [Final Allocation Plan](https://www.ohfa.org/wp-content/uploads/2023/02/OHFA-HOME-ARP-Allocation-Plan-Draft-to-OHFA-Board.pdf) can be viewed on OHFA’s website or at <https://www.hud.gov/program_offices/comm_planning/home-arp/allocation-plans/>OK NOTE: The HOME-ARP Allocation Plan, including amounts for eligible activities, may be amended to reflect the proposals accepted for funding.

During the public input process, Oklahoma communities and service agencies identified a need across the state for many of the eligible activities under the HOME-ARP Program. Housing and services for the HOME-ARP QPs are vital to Oklahoma communities, yet challenging to achieve given limited funding opportunities, increasing need, and capacity challenges of some provider entities.

OHFA is seeking quality applications for HOME-ARP projects that will provide the best investments of these limited resources across the state. Applications should demonstrate the ongoing need among the Qualifying Populations in the applicant’s proposed service area; provide a thoughtful and realistic proposal for how to address those needs, including the applicant’s capacity to plan and carry out the proposed activity; and establish the applicant’s experience or expertise with the proposed project. This experience and expertise should demonstrate the applicant’s ability to ensure the project’s success, and should include, but not be limited to, experience providing quality services, developing permanent supportive housing, and offering rent assistance.

Oklahoma City, Tulsa, Lawton, and Norman are communities that are HUD designated Participating Jurisdictions and received direct allocations of HOME-ARP Program funds from HUD. However, OHFA has received permission from HUD to allocate HOME-ARP funding statewide, regardless of allocations to Participating Jurisdictions.

# HOME-ARP 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. CHDOs also may be involved in the program as sub-recipients.

**Sub-recipients:** A sub-recipient is a public agency or nonprofit organization selected by OHFA to administer all or a portion of the HOME-ARP Program. It may or may not also qualify as a CHDO. Sub-recipients administer programs, not projects. An entity administering a single project 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-ARP Program project.

**For-profit developers:**  A for-profit developer is a for-profit housing development organization or individual selected by OHFA, through the competitive Application process described herein, to develop a single HOME-ARP Program project.

# HOME-ARP Eligible Activities

##

Under this HOME-ARP RFP, applicants may only use funds for the following activities in accordance with requirements of [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf):

1. Development of Affordable Rental Housing, beginning on page 20 of [CPD Notice 21- 10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf);
2. Supportive Services, beginning on page 42 of [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf);
3. Acquisition and Development of Non-Congregate Shelters (NCS), beginning on page 55 of [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf); or,
4. Nonprofit Operating and Capacity Building Assistance (beginning on page 67 of [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf)) available to nonprofits carrying out eligible HOME-ARP activities.

Applicants may propose one or a combination of eligible activities listed above.

This RFP allows flexibility to applicants in creating proposals to carry out activities as described [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf).

100% of HOME-ARP funds used for supportive services, and/or acquisition and development of non-congregate shelter units must benefit individuals and families in qualifying populations. Individuals and families in qualifying populations may be assisted by one or more of the HOME-ARP eligible activities, consistent with the requirements in [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf).

**HOME-ARP Qualifying Populations (QP’s)**

HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations.” Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria). All income calculations to meet income criteria of a qualifying population or required for income determinations in HOME-ARP eligible activities must use the annual income definition in 24 CFR 5.609 in accordance with the requirements of 24 CFR 92.203(a)(1).

1. **Homeless**, as defined in 24 CFR 91.5
2. **At Risk of Homelessness**, as defined in 24 CFR 91.5
3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**, as defined by HUD.
4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet the criteria further defined in [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf).

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

**HOME-ARP Funding Allocation**

The amount of OHFA’s allocation of HOME-ARP funds for Program Year 2024 is $31,284,361. Those funds have been allocated across the eligible activities as shown in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|   | Funding Amount | Percent of Grant | Statutory Limit |
|   | *Allocated* |   |   |
| Supportive Services | 4,813,992.75 |   |   |
| Acquisition/Development of Non-Congregate Shelters | 3,209,328.50 |   |   |
| Tenant Based Rental Assistance (TBRA) | 4,813,992.75 |   |   |
| Development of Affordable Rental Housing | 12,837,314.00 |   |   |
| Non-Profit Operating | 1,240,648.45 | 4% | 5% |
| Non-Profit Capacity Building | 1,240,648.45 | 4% | 5% |
| Administration and Planning | 3,128,436.10 | 10% | 15% |
|   |   |   |   |
| Total HOME-ARP Allocation | 31,284,361.00 |   |   |

OHFA will directly administer Tenant Based Rental Assistance (TBRA) utilizing their Rental Assistance Department. Therefore, it is not an eligible activity under this application. $480,000 of the allocation for Supportive Services will be earmarked for entities that provide referrals for Tenant Based Rental Assistance (these funds do not need to be applied for).

OHFA may submit a Substantial Amendment of their HOME-ARP Allocation Plan to HUD to adjust the allocation of funding to each activity in an effort to meet the commitment deadline of September 30, 2025.

# HOME-ARP Funding – Prohibited Activities as set forth in 24 CFR 92.214

HOME-ARP funds cannot be used to pay for:

* Any costs associated with HOME-ARP 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 projects.
* 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).
* Project-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 project previously assisted with HOME-ARP funds during the period of affordability established by HUD and/or OHFA in the Written Agreement. However, additional HOME-ARP funds may be committed to a project up to one year after project completion, but the total amount of HOME-ARP funds in the project may not exceed the maximum per-unit subsidy amount.

# Mode of HOME-ARP Investment

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

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

# Award Amounts

## Development of Affordable Rental Housing

Awards of applications for the Development of Affordable Rental Housing are limited to no more than $3,000,000, with a minimum required request and award amount of $500,000. Please see the [Rental Housing Fact Sheet](https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf) for more information.

## Supportive Services

Awards of applications for Supportive Services are limited to a maximum of $250,000, with a minimum required request and award amount of $50,000. Please see the [Supportive Services Fact Sheet](https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf) for more information.

## Acquisition and Development of Non-Congregate Shelters (NCS)

Awards of applications for Acquisition and Development of Non-Congregate Shelters (NCS) will only be limited to the amount of funds available for that funding round. Please see the [Non-Congregate Shelter Fact Sheet](https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf) for more information.

## Nonprofit Operating & Capacity Building

Awards of applications for Nonprofit Operating Expense Assistance or Capacity Building Assistance will be limited to $50,000. If applying for both Operating Expense Assistance and Capacity Building Assistance, the maximum award to any one organization will be $75,000. **Operating and Capacity Building Expenses are not eligible as standalone activities.** In order to request these funds, an organization must already be applying for HOME-ARP Rental, Supportive Services, or NCS funds. Please see the [Nonprofit Operating and Capacity Building Assistance Fact Sheet](https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Operating-Assistance-and-Capacity-Building-Fact-Sheet.pdf) for more information.

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

Applicants may access a wealth of guidance and information regarding the HOME-ARP Program from HUD’s HOME-ARP Program website, HUD Exchange, and OHFA’s website. Those applying for HOME-ARP Program funds are strongly encouraged to educate themselves on all aspects of HOME-ARP.

* HUD website: [www.hud.gov](http://www.hud.gov)
* HUD HOME-ARP Program website: [www.hudexchange.info/programs/home-arp/](http://www.hudexchange.info/programs/home-arp/)
* OHFA website: [www.ohfa.org](http://www.ohfa.org)

# Questions

Questions regarding this Application Packet and the HOME-ARP regulations may be directed via email to any of the Staff members listed below.

All Housing Development Team Staff can be contacted by e-mail, fax or phone. The individual fax number for each staff member is 405.419.9 plus the last three digits of the phone number.

darrell.beavers@ohfa.org Housing Development Director 405.419.8261

corey.bornemann@ohfa.org HD Program Manager 405.419.8134

alicia.thomas@ohfa.org Housing Allocation Analyst 405.419.8137

timothy.hicks@ohfa.org Housing Allocation Analyst 405.419.8269

eliezer.vargas@ohfa.org Housing Allocation Analyst 405.419.8201

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chevelle.galbreath@ohfa.org Grant Accounting Supervisor 405.419.8130

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sheri.pritchard@ohfa.org HOME Compliance Specialist 405.419.8132

* Environmental Review questions should be directed to Alicia Thomas, Timothy Hicks, Eliezer Vargas, Joshua Grizzell, or Emily Myers. If awarded funds, the Environmental Review packet must be submitted through Dropbox. Please request a link from Alicia Thomas, Timothy Hicks, Eliezer Vargas, Joshua Grizzell, or Emily Myers.

# HOME-ARP Application Process

HOME-ARP Funds will be available statewide, over the course of three rounds or until funds are completely allocated. Round one will solicit applications for 50% of the allocation focused on rural parts of the state that are not eligible for a separate distribution from another HOME-ARP allocation plan. Round two will make available remaining HOME-ARP funds to organizations to use the funds statewide. A third round of applications will be accepted based on funding availability after round 1 and round 2.

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

Applicants are limited to submitting one Application per Application round for consideration at the Board of Trustees Meetings. However, this does not preclude an applicant for applying for more than one activity within one application. For instance, an Applicant may apply for rental housing development and supportive services in the same application. Applicants may submit multiple Applications to be considered for the Third and final deadline for HOME-ARP funding. To be considered for funding, a HOME-ARP Application must satisfy all threshold requirements.

**OHFA will begin accepting Applications for HOME-ARP funds on May 30th, 2024** for all activities with the deadline for the first round of funding being **July 11th, 2024**.

OHFA will conduct a thorough review and make funding recommendations based on the documentation submitted. 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 for Application submissions in order to be considered at the corresponding Board meetings. OHFA at its discretion may delay the consideration of Applications if extenuating circumstances arise.

Due to the funding commitment deadline and the strict requirements of the HOME-ARP program, applications for HOME-ARP funding may not be in conjunction with any other OHFA Housing Development program.

**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 2024 HOME-ARP Program funds will be considered is the September 2024 Board meeting.

**Deadline for consideration** **Board Meeting Date**

1st Round of Funding (50% of HOME-ARP Allocation)

**July 11th, 2024 September 18th, 2024**

2nd Round of Funding (Remaining 50% of HOME-ARP Allocation)

**August 29th, 2024 November 20th, 2024**

3rd Round of Funding (Any Remaining HOME-ARP Funds)

**November 15th, 2024 January, 2025 (Exact date TBD)**

# 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 63rd 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 evidence and argument 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, and the 2024 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 by OHFA (except upon notice and opportunity for all parties to participate).

OHFA’s Board of Trustees makes the final decisions regarding awards of HOME-ARP 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 & Submission

* **All Applications must be uploaded to OHFA’s Dropbox system.**
* **All information to be considered with an Application must be received by the deadline.**
* **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 application due date at 3:00 p.m. Central time. Applications cannot be submitted after 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 Rental/NCS 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: 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 receive an email acknowledging successful upload.
* Step 7: During the review process, Staff will rename folder with file number

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

#

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO VERIFY TIMELY AND COMPLETE RECEIPT OF THE APPLICATION BY DESIGNATED STAFF.**

# Threshold Factors

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. **Failure to submit or properly address threshold items identified by staff review will disqualify the Application from being scored and considered for funding.**

## 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 Program and Financial 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.

1. **Applicants with unresolved monitoring findings are ineligible to apply for funding**. Prospective Applicants should ensure that all monitoring findings have been resolved to the satisfaction of OHFA Compliance Staff before submitting an Application for HOME-ARP 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.
2. **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.ok.gov/ohfa)**.**  OHFA Compliance Staff has developed this Awardee Capacity Measurement System in order to better assess the capacity of Applicants to undertake a HOME-ARP Project or Program. HUD requires OHFA to certify that an Awardee has the capacity to undertake the Project or Program.
3. **Applicants with five (5) or more open contracts under any OHFA Housing Development Program (not including contracts for HOME CHDO Operating Assistance) at the time of Application are ineligible to apply for funding.** A large number of open contracts represents a possible capacity issue, especially should key staff leave before the contracts are completed. Further, the limit prevents any one entity from monopolizing the limited HOME-ARP funds available. An open contract is defined as any contract, written agreement, etc. 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) contract limit.
4. **Applicants with an open contract under any OHFA Housing Development Program that is over three (3) years old that is not 100% expended and for which closeout documents have not been submitted to OHFA are ineligible to apply for OHFA HOME-ARP funds**. OHFA Staff will verify internally that Applicants do not have any open contracts over three years old, or, if they do have open contract over two years old, that the funds are one hundred percent (100%) expended and acceptable closeout documents are on file.
5. **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/HOME-ARP funds.

Compliance with all HOME-ARP 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 Project or Program.

##

## Application Excel Spreadsheets and Attachments A, B, and C

***Documentation Requirements:***

Applicants must submit a fully completed Application Information Form with Attachments A, B and C. The forms for these can be found on pages 29-33.

Applicants must complete and include the Application excel sheets for the applicable activity type.

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-ARP 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.

## 2. HOME-ARP Application Certification

***Documentation Requirements:***

A completed, signed and notarized OHFA HOME-ARP 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 Programs, and to all Projects of 5 or more HOME-ARP 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), HUD Form 935.2B (single-family), or the OHFA form for Single Family Housing. 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

***Documentation Requirements:***

1. 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.
2. **If the audit is for a period ending before June 30, 2023,** 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, 2023” refers to the Applicant’s Fiscal Year. It has nothing to do with the date of the preparation of the audit.
3. 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.
4. If the Applicant is not required to have an audit according to OMB circular 2 CFR Part 200, then a balance sheet and income statement reflecting the current financial position of the Applicant must be submitted. The senior Financial Officer or the Executive Director must attest to the documents.
5. **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 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 Project, the Application will be recommended for denial.

### **7. Description**

***Documentation Requirements:***

**Applicants must provide a brief summary of the Project that includes all of the following:**

1. Describe the activity(ies) and amount(s) of funds being applied for.
2. Describe the location of the Project (e.g. county, city or town, street address if known, general location, or service area).
3. An identification of the number of Qualifying Populations (QP’s) in the area, as defined in [CPD Notice 21-10](https://url.avanan.click/v2/___https%3A/www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf___.YXAzOm9rbGFob21haG91c2luZ2ZpbmFuY2VhZ2VuY3k6YTpvOmY3ZjM2M2ZhZmY0MDVmMTg2OTJkZDBjNGM4NjdhNGFkOjY6MTQwMzpkNmQyMzU3ODllMjdjN2JkZTk0ZDA5OGIyMGMxYTUwNGYwNWM5YzgwMGI2YjY1NGIzNmFlYTA3NjBmZTljNjZlOnA6VA).
4. Describe the process/methodology for identifying the Qualifying Population(s) (QP’s) that the activity you are applying for will serve.
5. Define the number and type of units. This should include bedroom mix. For Rental activitiesonly**,** 70% of the total number of rental units assisted with HOME-ARP funds by the PJ must be restricted for occupancy by households that are Qualifying Populations (QP’s) at the time of the household’s initial occupancy; and, not more than 30 percent of the total number of rental units assisted with HOME-ARP funds by the PJ may be restricted to low-income households. These rental units do not have to be restricted for occupancy by Qualifying Populations (QP’s), however rental units restricted to low-income households are only permitted in projects that include HOME-ARP units for qualifying households. QP units must be fixed units.
6. Provide the number of developments located in the area in which you are applying that provide housing for homeless populations and the services they provide.
7. Provide a letter from the local Continuum of Care (COC) stating the need of homeless housing in the area.
8. For Supportive Services activities, describe a detailed list of the services to be paid for with HOME-ARP funding including the cost and Qualifying Populations (QP’s) to be served.
9. For Non-Congregate Shelter (NCS) activitiesonly**,** please describe and list the sources of funds that will be used for the operation of the shelter, as HOME-ARP funds cannot be used to pay for the operating costs of any HOME-ARP NCS project.
10. For Non-Congregate Shelter (NCS) activitiesonly**,** please describe if the applicant plans to convert the NCS into permanent affordable housing in compliance with [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf). If so, please specify the plan for conversion.
11. The minimum Period of Affordability for any HOME-ARP assisted activity will be 15 years. This will be enforced by deed restriction. Please include a draft of the deed restriction which may be found on the OHFA website, [www.ohfa.org](http://www.ohfa.org)**.**
12. Depict the type of construction codes or standards to be used. Applicants should note that they must follow OHFA’s Written Rehabilitation Standards or Written New Construction Standards, as applicable, as well as all State and local codes and the most recent version of the International Residential Code.
13. Address the relocation of tenants or residents if applicable. Please see the [HOME-ARP Policy Brief regarding Uniform Relocation Assistance](https://www.hud.gov/sites/dfiles/CPD/documents/RRED%20HOME-ARP%20Policy%20Brief%20Final%20%2803.31.22%29.pdf).
14. For Rental New Construction only, 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 follow the guidelines listed below. All documentation utilized in making the determination must be included with the Application. OHFA is responsible to maintain records that document the results of the site and neighborhood standards review. If the documentation does not support the conclusion that a site meets the requirements, additional documentation will be requested**.**

## Site and Neighborhood Standards

Site and neighborhood standards apply only to New Construction Rental housing. In carrying out the site and neighborhood requirements with respect to new construction of rental housing, OHFA is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR Part 983.57(e)(2) and (3).

The site must not be located in an area of minority concentration, except as permitted in the following paragraphs, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.

**A Project may be located in an area of minority concentration only if:**

Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration; or the project is necessary to meet overriding housing needs that cannot be met in that housing market area.

As used in the preceding paragraph, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, such that, over a period of several years, it will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.

Units may be considered “comparable opportunities” as used herein, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.

Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:

(A) A significant number of assisted housing units are available outside areas of minority concentration.
(B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.

(C) There are racially integrated neighborhoods in the locality.

(D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.

(E) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
(F) A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.

(G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need”, however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

### **8. Property Management**

**(Only Applicable to Applications for NCS and Rental activities.)**

***Documentation Requirements:***

If self-managing, the Applicant must provide a statement to that effect. The name, address, and contact information of the individual that will be managing the development must be included within this statement.

If utilizing a property management company, the Application must clearly identify by name, address, and contact information. If utilizing a third-party management company:

1. Provide draft copy of management agreement.
2. Describe role of the Applicant and the processes to maintain control over, and supervise, the activities of any third-party management company.

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

### **9. Financing, Underwriting and Subsidy Layering**

Applicants must provide a detailed budget, which is included as a part of the excel sheets, that delineates all sources and uses of funds for the total Project. Within the budget, Applicants must detail the exact activities and costs to be paid using HOME-ARP 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 Projects. **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 will underwrite all HOME-ARP assisted Projects, and make a determination regarding the long-term viability of the Project as well as the reasonableness of the amount of return to the owner or developer. OHFA will examine the sources and uses for each Project and determine whether the costs are reasonable. OHFA must also assure that there are firm financial commitments for any other funding sources in the Project.

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**.**

**If applying for Nonprofit Operating and/or Capacity Building Funds, please fill out the applicable tab of the application excel sheets.**

***Documentation Requirements:***

1. The excel sheets for the proposed activity, which are a part of the application form.
2. Provide a narrative listing all Sources of funding with dollar amounts.
3. If applicable, 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.
4. Detailed Project Budget, included as a part of the application excel sheets.
5. Operating budget included as a part of the application excel sheets, illustrating income, expenses, and debt service.
6. The budget should be presented over a fifteen (15) year time period.
7. Operating expenses must be reasonable.
8. 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 only. The use of PHA utility allowances for ongoing operations is not permitted in the HOME-ARP Program.
9. The budget must include achievable rent rates, market vacancies, all fees, and debt coverage ratio.

### **10. Organizational Structure, Capacity and Experience**

Applicants are required to have a clear understanding of the rules and regulations that govern the HOME-ARP Program, and must demonstrate capacity to implement and operate the HOME-ARP Program in accordance with all applicable regulations. Applicants for HOME-ARP 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-ARP funds have both the financial capacity and housing development expertise and experience to undertake the Project or Program awarded HOME-ARP funds.Applicants must document their organizational structure and experience in order to prove that they have the necessary capacity, expertise and experience.

***Documentation Requirements****:*

1. Narrative describing the experience of the organization and staff persons in the use of OHFA funds, any **other federally assisted housing activities**, and all other types of housing development activities, including both affordable and market rate housing development. Include the number of years of direct experience in the HOME Program and the number of HOME Written Agreements awarded and successfully completed. HOME Program experience is not a requirement for funding. However, it helps to establish capacity.
2. Proof of staff and organizational experience related to the type of proposed Project, activity or form of assistance, **if any**. For this item, the experience must be specific to the type of Project or activity proposed. (For instance, experience with Homeowner Projects will not be credited toward a Rental Acquisition/Rehabilitation activity.) **Applicants are not required to have experience in the specific type of proposed Project.** However, it helps to establish capacity.
3. 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, **paid staff that are responsible for the daily oversight of the overall Project financing, production, and administration**.
4. Document any and all applicable training classes, webinars and workshops attended by housing development staff members.
5. Provide a narrative describing how and where all records and materials pertaining to the HOME-ARP Written Agreement and associated documents will be maintained.
6. Name, address and contact information of consultant if using a consultant to supplement staff capacity and experience. **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.
7. Detailed description of the experience of the consultant, including any experience with OHFA Housing Development programs.
8. The exact services to be provided by the consultant.

### **1****1. HUD WISER Environmental Training**

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

HOME-ARP 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 a required 80% passing grade, show certificates of the passed quizzes, and the HUD transcript showing passing grades on all quizzes. If utilizing a consultant to complete the Environmental Review for your proposed activity, their HUD Wiser Training certificates, quizzes, and transcript may be used in lieu of the applicants. Please provide the required documentation for the consultant.

Please see the [HOME-ARP Environmental Review Checklist](https://files.hudexchange.info/resources/documents/Part-58-Environmental-Review-Checklist-for-HOME-ARP-Projects.pdf) for helpful information.

### **12. HOME-ARP and/or Fair Housing Training**

Applicants must complete HOME-ARP and/or Fair Housing training. HOME-ARP training must be from offerings listed on the HUD Exchange, these trainings are listed below. Applicants must get credit for these training courses and show certificates and a transcript showing the course/training was completed. A class or series must be a total of four (4) hours in length to qualify. For Projects that will have a third-party management company, an employee of the third-party management company may attend in place of an employee of the Applicant. 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-ARP and/or Fair Housing.

***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.**

HOME-ARP Training Courses from HUD Exchange:

[HOME-ARP Implementation Clinic: Implementing Preferences through Referral Methods](https://www.hudexchange.info/trainings/courses/home-arp-implementation-clinic-implementing-preferences-through-referral-methods/)

[HOME-ARP Implementation Clinic: Q&A with OAHP](https://www.hudexchange.info/trainings/courses/home-arp-implementation-clinic-qa-with-oahp/)

[HOME ARP: Introduction to Coordinated Entry and HMIS](https://www.hudexchange.info/trainings/courses/home-arp-introduction-to-coordinated-entry-and-hmis/)

[HOME-ARP Webinar Series: Homeless System Overview](https://www.hudexchange.info/trainings/courses/home-arp-webinar-series-homeless-system-overview/4174/)

[HOME-ARP Implementation Clinic: Documenting QPs](https://www.hudexchange.info/trainings/courses/home-arp-implementation-clinic-documenting-qps/)

[HOME-ARP Rental Housing and Supportive Services Basics: HOME-ARP Rental Compliance Primer](https://www.hudexchange.info/trainings/courses/home-arp-rental-housing-and-supportive-services-basics-home-arp-rental-compliance-primer/)

[HOME-ARP Rental Housing and Supportive Services Basics: Developing Rental Housing with HOME-ARP](https://www.hudexchange.info/trainings/courses/home-arp-rental-housing-and-supportive-services-basics-developing-rental-housing-with-home-arp/)

[HOME-ARP 101: Non-Congregate Shelter Basics](https://www.hudexchange.info/trainings/courses/home-arp-101-non-congregate-shelter-basics/)

### **13. Capital Needs Assessment**

**(Only Applicable to Applications for NCS and Rental activities.)**

A capital needs assessment (CNA) is required for all multi-family Rental Rehabilitation or Acquisition/Rehabilitation Projects of 26 or more units.A CNA may be requested by OHFA for smaller Projects if deemed necessary to properly underwrite the Projects. Capital needs assessments performed for the same Project as a requirement of another funding source may, at OHFA’s discretion, be accepted in lieu of a specific CNA for the HOME-ARP 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.

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 [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf), 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.

## 14. Readiness to Proceed

**(Only Applicable to Applications for NCS and Rental activities.)**

***Documentation Requirements:***

1. Proof of acceptable form of ownership/site control-ownership, purchase contract or purchase option.
2. Production and implementation schedule, of no more than twenty-four (24) months, which clearly identifies all major phases of the proposed Project, **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.
3. Include preliminary plans and specifications.
4. Document that the zoning required for the Project is in place.

# Threshold Requirements Specific to Nonprofits only (including CHDOs):

## 15. Nonprofit

***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.

# Evaluation Criteria

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Applications are to be structured and information presented in such a way as to fully address each criterion. The information, data, and statements provided to each criterion will be the basis for evaluating each Application.

Upon submission of the Application, failure to submit or properly address evaluation criteria items will disqualify the Application from receiving points for those items. **There will not be an opportunity to address rating criteria errors, omissions, or deficiencies**. Some criteria may not apply to all Applications. Some requirements under a particular criterion may not apply to all Applications. Applicants cannot fix their scores.

**Only Rental and Non-Congregate Shelter Applications will be scored.** For all other types of Applications, sufficient information will be provided in the responses to the Threshold Criteria, and tiebreakers will be used if there are insufficient funds available to fund all of the Applications for HOME-ARP funds from a specific set-aside at the same meeting of OHFA’s Board of Trustees.

**Applications solely for Supportive Services will not be scored.** Tiebreakers will be used if there are insufficient funds available to fund all of the Applications for HOME-ARP 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-ARP 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 scoring tie 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

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-ARP, paying development budget costs are eligible for leverage. **If any source of funding provides both construction and permanent financing, it will not be counted twice.**

Any other Public and private resources, such as Rural Housing Incentive Districts, CDBG, AHP, 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-ARP, 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.)
* 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-ARP 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 Project. CHDO proceeds to be earned from the Project for which the Applicant is applying will not be considered in the leverage calculation.

***Documentation Requirements:***

1. Signed commitment letters including amounts, terms and other pertinent information from all sources. **All commitments must be firm commitments**.
2. Applicant’s calculation of the leverage percentage. This is the percentage of the total HOME-ARP 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-ARP 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-ARP funds requested 1 point

At least 26% up to 50% of the HOME-ARP funds requested 2 points

At least 51% up to 75% of the HOME-ARP funds requested 3 points

At least 76% up to 100% of the HOME-ARP funds requested 4 points

101% or more of the HOME-ARP 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. Home Energy Rating System Certification – 10 Points

***Documentation Requirements:***

**Attachment D - Home Energy Rating Certification** – Applicants must commit to receive a **Home Energy 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.

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**.**

**Helpful information on identifying a Certified RESNET Home Energy Rater may be found** [**here**](https://www.resnet.us/)**.**

## 3. Services for Qualified Populations – 5 Points

OHFA will award points for Applications promising access to supportive services focused on the qualified populations remaining housed, improving physical and/or mental condition, increasing income and employment, and developing social and community connections. To receive the points, Applications for HOME-ARP funding must be tied to funding for services that are appropriate for the population to be served.

***Documentation Requirements:***

The Applicant must provide an executed agreement with the entity providing the services, or a signed letter promising to provide such services. OHFA must be able to determine that the commitment to provide the services is a firm commitment throughout the affordability period. OHFA may request additional documentation if necessary to make such a determination that services are currently being provided.

## All Bills Paid Units – 5 Points (Rental Activities Only)

OHFA will award points to Applicants willing to commit to provide all bills paid units in the Development. Bills to be paid include heating, cooking, any other electric, air conditioning, water heater, water, sewer, trash, and any other occupancy fee(s) charged to each tenant at the Development. Note that utilities are an eligible cost under [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf). The award of these points will require that the item(s) committed are reflected in the Written Agreement.

***Documentation Requirements:***

The Applicant must provide a signed letter committing to provide all bills paid units in the development. OHFA must be able to determine that the commitment to provide all bills paid units is a firm commitment throughout the affordability period. OHFA may request additional documentation if necessary to make such a determination that all bills paid units will be provided.

## 5. 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. Must accommodate all possible residents based on number of bedrooms, one (1) person per bedroom. Residents must have access.

To review a copy of the OUBCC Storm Shelter Fact Sheet, [**Click Here**](https://www.ok.gov/oubcc/documents/Revised%20Storm%20Shelter%20Fact%20Sheet.pdf)

To review the FEMA 320 Standard, [**Click Here**](http://www.fema.gov/library/viewRecord.do?id=1536)

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 project.

***Documentation Requirements:***

**Attachment E Storm Shelter 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-ARP 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. Visitability – 5 points

Applicants must commit to providing **all** three items in 100% of the HOME-ARP assisted units in order to receive points by completing Attachment F. It is up to the applicant to follow all Section 504 requirements if applicable to the specific project. 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 F Visitability Certification** *–*This Certification must be signed by the Applicant. Compliance Staff will monitor for this item on the initial compliance monitoring visit. Please have this certification available at the initial HOME-ARP compliance monitoring, as it may be requested by staff. OHFA’s designated 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**.**

## 7. HOME-ARP Investment per Unit – 10 Points

Developments will be evaluated based on the amount of HOME-ARP assistance provided per HOME-ARP assisted unit. **Applicants should note that HOME-ARP assistance per unit cannot exceed the 2024 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-ARP assistance per unit. 10 points

$70,000 to $89,999 of HOME-ARP assistance per unit. 8 points

$90,000 to $109,999 of HOME-ARP assistance per unit. 6 points

$110,000 to $129,999 of HOME-ARP assistance per unit. 4 points

$130,000 or more of HOME-ARP assistance per unit. 0 points

## 8. Tiebreakers

**Applications for Supportive Services will only compete against each other**. They will not be scored. Tie-breakers will be used in the event that there are sufficient funds remaining for only one Application, and two or more Applications remain to be funded from the Supportive Services Set-Aside.

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:**

**Supportive Services**

1. The tiebreaker will be a random drawing.

**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-ARP assistance per HOME-ARP assisted unit will be awarded.
3. The third and final tiebreaker will be a random drawing.

**Awards of Nonprofit Operating and Capacity Building Assistance**

Awards of Nonprofit Operating and Capacity Building Assistance are limited by [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf). These funds are only available to applicants applying for another HOME-ARP eligible activity. It is possible that two or more Applications including requests for Nonprofit Operating and Capacity Building Assistance funds will achieve the same total score, and OHFA will have sufficient Program funds to fully fund all the activities, but will not have sufficient Nonprofit Operating and Capacity Building Assistance funding to fully fund all Nonprofit Operating and Capacity Building Assistance requests. In that event, the remaining Nonprofit Operating and Capacity Building 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-ARP Application Certification

The Applicant hereby certifies that all of the information contained in this Application for funding through the Home Investment Partnership Program-American Rescue Plan (HOME-ARP) is true and accurate to the best of my knowledge, and that all documentation supporting the information in this Application is on file in the Applicants office, available for review by Oklahoma Housing Finance Agency (OHFA) Staff during normal business hours.

Additionally, the Applicant understands that failure to provide any of the documentation necessary to support the information in this Application may result in the return of all HOME-ARP Program funds, both expended and unexpended, in accordance with the Program Sanctions under the codified rules of OHFA, contained in the Oklahoma Administrative Code, Chapter 55.

Additionally, the Applicant understands that in the event a HOME-ARP funding award is made, the content of the Application shall be incorporated as part of the contract and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the Application that are not subsequently made a part of the Project as funded, shall be considered a material contract failure, and may result in a repayment of all HOME-ARP funds and/or suspension from Program participation.

Additionally, the Applicant certifies that OHFA shall not be held responsible or liable for representations made to the undersigned, or its investors, relating to the OHFA HOME-ARP Program. Therefore, the undersigned Applicant assumes all the risk of damages, losses, costs, and expenses related thereto, and further agrees to indemnify and hold harmless OHFA against any and all claims, suits, losses, damages, costs, and expenses of any kind and of any nature, that OHFA may hereinafter suffer, incur or pay arising out of the use of the information concerning the HOME-ARP Program on the above referenced development.

Applicant has read the 2024 HOME-ARP Program Application Packet, and will comply with the rules and requirements of the 2024 HOME-ARP Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title (Type or Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Signature

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

# OHFA HOME-ARP 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.

**Monitoring – Program or Financial**

 There are no monitoring issueswith any of Applicant’s open OHFA contracts.

**OR**

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

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

 Signature

 Printed name

 Title

 Date

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

# OHFA HOME-ARP Application - Attachment B

**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-ARP Program requirements for Affirmative Marketing on any Project with five or more HOME-ARP 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-ARP 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-ARP funds, or who would be in a position to participate in a decision-making process or gain inside information with regard to any HOME-ARP assisted activity, will obtain a financial interest or benefit from any HOME-ARP 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-ARP Program, including the requirements of 24 CFR Part 58, [CPD Notice 21-10](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf), and the [HOME-ARP Environmental Review Checklist](https://files.hudexchange.info/resources/documents/Part-58-Environmental-Review-Checklist-for-HOME-ARP-Projects.pdf).
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 Project assisted with HOME-ARP 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-ARP Projects 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-ARP units who are survivors of: domestic violence, dating violence, sexual assault, or stalking. This applies to HOME-ARP rental units.

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-ARP award.

**Authorized Representative: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

# OHFA HOME-ARP 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:
			1. Tracking expended and unexpended HOME-ARP funds
			2. Tracking and allocation of administrative costs, if applicable
			3. Properly maintaining source documentation of expenditures
		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-ARP 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.)

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-ARP award.

**Authorized Representative: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

# OHFA HOME-ARP Application - Attachment D

## Home Energy Efficiency Rating Certification – 10 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.
* If the HERS Score in the report submitted after completion is higher than the range committed to at the time of the initial Application, the Applicant and any Principals thereof will not be eligible to submit an Application for any OHFA funding source for one full year.

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

[ ]  HERS Score of less than or equal to 80 – 10 points

[ ]  HERS Score of 81-85 – 8 points

[ ]  HERS Score of 86-90 – 6 points

[ ]  HERS Score of 91-95 – 4 points

**Authorized Representative: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

***DO NOT MODIFY THIS FORM***

# OHFA HOME-ARP Application - Attachment E

## Storm Shelter Certification – 5 Points

**Storm Shelter** – **5 points**

[ ]  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. (please find helpful information regarding storm shelters within the links below)

* To review a copy of the OUBCC Storm Shelter Fact Sheet, [Click Here](https://www.ok.gov/oubcc/documents/Revised%20Storm%20Shelter%20Fact%20Sheet.pdf)
* To review the FEMA 320 Standard, [Click Here](http://www.fema.gov/library/viewRecord.do?id=1536)
* 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.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title (Type or Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Signature

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

***DO NOT MODIFY THIS FORM.***

**OHFA HOME-ARP Application - Attachment F**

**Visitability Certification – 5 Points**

**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 project.

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.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title (Type or Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Signature

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

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

Attest:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

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

 Notary Public

***DO NOT MODIFY THIS FORM.***

# 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. 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.**

Check box to indicate completion.

**Threshold Factors**

 TAB #

[ ]  Application Excel Spreadsheets and Attachments A, B and C 1

[ ]  HOME-ARP Application Certification, HUD Forms 2880 and 424 \_\_ 1\_\_

[ ]  Affirmative Fair Housing Marketing Plan \_\_ 2\_

[ ]  Audit \_\_ 3

[ ]  Description \_ 4

[ ]  Property Management \_\_ 5\_\_

[ ]  Financing, Underwriting & Subsidy Layering \_\_ 6

[ ]  Organizational Structure and Experience \_\_ 7\_\_

[ ]  HUD WISER Environmental Training \_\_ 8

[ ]  HOME-ARP and/or Fair Housing Training \_ 9

[ ]  Capital Needs Assessment \_\_10

[ ]  Readiness to Proceed 11

[ ] Nonprofit **\_\_12\_**

**Evaluation Criteria**

[ ]  Leverage \_ 13 \_

[ ]  Home Energy Rating Certification 14\_\_

[ ]  Services for Qualified Populations \_ 15\_\_

[ ]  All Bills Paid Units \_ 16\_\_

[ ]  Storm Shelter \_\_17\_\_

[ ]  Visitability \_\_18\_\_

[ ]  HOME-ARP Investment per Unit \_19\_\_

[ ]  Tiebreakers \_\_20\_\_