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OKLAHOMA HOUSING FINANCE AGENCY 2025 HOME Investment Partnerships Program (HOME)

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.

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 2025 HOME Program Processes, Procedures and Topical Guidance, a separate document available on OHFA’s website,** [**www.ohfa.org**](http://www.ok.gov/ohfa)**. This document provides additional and more detailed guidance on various HOME Program and OHFA requirements.**

Oklahoma City, Lawton, Tulsa 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 Consortium of Care 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 2025 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 2025 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.

**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 Program Development. **For Program Year 2025, for-profit developers are only eligible to apply for Rental Activities in Conjunction with Affordable Housing Tax Credits (AHTCs)**. They are ineligible to apply for any other type of HOME funding from OHFA. Beginning in program year 2026, OHFA will no longer allow the layering of HOME funds with Affordable Housing Tax Credits.

# HOME Eligible Activities

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## Homebuyer

HOME funds may be used by Applicants to assist eligible individuals or families for 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, Awardee may contract with another agency that is a HUD approved certified housing counselor. HOME Program Down-Payment Assistance is limited to a maximum of $18,999 per assisted household, and is further limited to the amount of HOME funds required to make the housing affordable to the homebuyer.

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

1. Acquisition: Acquire homes for resale to qualifying individuals. Applicants undertaking this activity must assist eligible homebuyers to purchase affordable homes by providing downpayment, closing cost assistance, or by reducing the monthly carrying costs of a loan from a private lender through gap financing. Funds may be passed through in the form of a loan or grant to individuals for purchase of a home. This activity is the resale of homes without accompanying rehabilitation, as such the unit must meet all applicable State and local codes at the time of acquisition.
2. Acquisition and rehabilitation: Acquire and rehabilitate **substandard homes** for resale to individuals.
3. New Construction: Construct homes for sale to individuals. If a unit is acquired which has not been previously occupied, or that is less than 12 months old, this acquisition would be considered New Construction and must meet all new construction OHFA, Federal, State, and local construction standards and energy codes.
4. Homebuyer assistance: Provide down payment and/or closing cost assistance, or reduce the monthly carrying cost of a loan for individuals purchasing affordable housing.

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 if a Homeownership unit has not been sold to a HOME-eligible homebuyer household within nine (9) months of the completion of the construction or rehabilitation, the homeownership unit must be converted to a HOME Rental unit. This rule applies to all Homeownership units assisted with 2025 Program Year funds. Neither OHFA nor HUD has any exception authority, and therefore neither agency can grant a waiver of this requirement**.**

**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.**

## Rental

HOME funds may be used by Applicants for acquisition, 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:

1. Acquisition: Acquire housing for purposes of renting to individuals. If a home is acquired for rental without accompanying rehabilitation, it must meet all applicable State and local codes at the time of acquisition. If a unit is acquired which has not been previously occupied, or that is less than 12 months old, this acquisition would be considered New Construction and must meet all new construction OHFA, Federal, State, and local construction standards and energy codes.
2. Acquisition and Rehabilitation: Acquire and rehabilitate housing for purposes of renting to individuals.
3. Rehabilitation: Rehabilitate currently owned housing for purposes of renting to individuals.
4. New Construction: Construction of housing for the purpose of renting to individuals. If a unit is acquired which has not been previously occupied, or that is less than 12 months old, this acquisition would be considered New Construction.

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 2025 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.

**Applications for Rental Activities in Conjunction with Affordable Housing Tax Credits**

For Program Year 2025, all eligible entities wishing to submit an Application for Rental Activities in Conjunction with Affordable Housing Tax Credits (AHTCs) must submit their Applications **on or before June 26, 2025** to be considered at the September Board of Trustees Meeting**.** Funding for Rental Activities in Conjunction with AHTCs will be from the Rental/Homeownership Set-Aside. Beginning in program year 2026, OHFA will no longer allow the layering of HOME funds with Affordable Housing Tax Credits.

Applications proposing to incorporate the use of HOME funds with OHFA’s AHTC Program will, if successful, be given a contingent award pending the outcome of the Tax Credit Application. The contingency will be based upon satisfaction of the Tax Credit Program Application requirements and Tax Credits awarded.  Any discrepancies between the two Applications must be resolved, which may include Staff requesting additional documentation and/or clarification for the HOME Application. The HOME Application should reference the Tax Credit Application.

## Tenant-Based Rental Assistance (TBRA)

HOME funds may be used to help eligible individual households afford housing costs such as rent, utility costs, security deposits and utility deposits. Funding for TBRA will be from the Rental/Homeownership Set-Aside.

## CHDO Pre-development Loans

HOME funds may be used by CHDOs for Development-specific pre-development assistance intended to fund up-front, eligible Development expenditures. This assistance provides a form of Development feasibility “line of credit” that many nonprofit developers need, but often have difficulty obtaining from private sources. All costs must be related to a specific Development which, if deemed feasible, would receive HOME funds for development. Pre-development costs may not exceed customary and reasonable preparation costs.

## 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 2025, 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 2025, 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 2025 HOME Program Application that pertain to CHDO Operating Assistance, and must be eligible to receive CHDO Operating Assistance at the time of Application.

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

## Homeowner Rehabilitation

HOME funds may be used by applicants to assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units.  Whenever HOME funds are used for rehabilitation activities, the work must be performed according to OHFA’s written rehabilitation standards and the unit must be brought up to the applicable state or local code.  This means HOME funds may **not** be used to undertake some forms of special purpose homeowner repair programs, such as: weatherization programs, emergency repairs programs; or handicapped accessibility programs as single activities.

To be  eligible for HOME funds, the homeowner **must** be low-income and occupy the property as a principal residence.  Additionally, the value of the HOME-assisted property after rehabilitation **must** not exceed 95 percent of the median purchase price for the area.  For more information on Homeowner Rehabilitation, see 24 CFR 92.254(b)(1) and (2).

# 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).
* 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 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.

# Mode of HOME Investment

Applicants receiving an award of HOME funds will receive the funds in the form of a grant, except for CHDOs receiving CHDO Pre-Development Loans and Low-Income Affordable Tax Credit Applicants.

Low-Income Affordable Tax Credit Applicants may elect to receive an award of HOME funds as a non-forgivable year 16 cashflow loan. This loan will be due upon maturity or at the time the development is refinanced.

For Homebuyer contracts, Applicants must protect the HOME funds by loaning the funds to the beneficiaries. A suggested format is a forgivable loan, zero percent (0%) interest, with a percentage forgiven each year based on the length of the period of affordability. For the protection of the period of affordability, **OHFA will not accept loans forgiven at a more accelerated rate than the applicable prorated percentage based on the period of affordability**. However, the Awardee may choose to forgive the loan at a lesser rate, or to not forgive any part of the loan until the period of affordability has expired. 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 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 2025 is unavailable at this time. However, it is anticipated to be similar to the allocation for Program Year 2024, 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.

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**.

## 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.

## CHDO Set-Aside

Twenty-five percent (25%) of the annual allocation shall be used solely by CHDOs and solely for CHDO-eligible activities and CHDO Pre-Development Loans. No more than ten percent (10%) of the funds shall be used for CHDO Pre-development Loans. **Rental activities in conjunction with Affordable Housing Tax Credits will not be funded from this set-aside.** Those activities will be funded from the Rental/Homeownership Set-Aside as set forth below.

## Rental/Homeownership

Forty percent (40%) of the annual allocation shall be used for Rental and Homeownership housing activities, excluding Down-Payment Assistance. If no funds remain in the CHDO Set-Aside, Applications from CHDOs for CHDO-eligible activities will be considered from this set-aside.

## Down-Payment Assistance

Ten percent (10%) of the annual allocation shall be used for Down-Payment Assistance programs. Assistance to individual households cannot exceed $18,999. If any funds remain in this set-aside after the January 2025 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.

## 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).

1. **Homeowner Rehabilitation**

No more than ten percent (10%) of the annual allocation will be available for Homeowner Rehabilitation. If any funds remain in this set-aside after the January 2025 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.

# Award Amounts

## Homebuyer and Rental

Except for Down-Payment Assistance programs, the amount of HOME funds to be allocated to an eligible Homeownership or Rental activity, including Rental activities being undertaken with AHTCs, is limited to no more than $1,000,000. For Rental Activities in Conjunction with AHTCs, there is also a minimum required request and award amount of $200,000.

Down-Payment Assistance programs are limited to $250,000.

## CHDO Pre-Development Loans

CHDO Pre-Development Loans will be limited to a maximum of $20,000. Loan terms will not exceed eighteen (18) months and interest rates are one percent (1%) simple interest per annum. Pre-development loans are due and payable on the first day of the nineteenth (19th) month.

## CHDO Operating

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

## Homeowner Rehabilitation

The maximum award amount for each application is $300,000, excluding any administrative funds awarded. OHFA will allow up to five (5%) percent of the maximum award amount for administrative costs.

# 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.ok.gov/ohfa)
* Environmental Review: www.ohfa.org/home-enrvironmental-review/
* HUD Resources: HUD Exchange ([www.hudexchange.info](https://www.onecpd.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, fax or phone. The individual fax number for each staff member is 405.419.8 plus the last three digits of the phone number.

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* Environmental Review questions should be directed to Alicia Thomas, Timothy Hicks, Lee Nero, Myeshia Walace-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-enrvironmental-review](http://www.ohfa.org/home-enrvironmental-review).

# Application Process

Applicants are limited to submitting one Application per Application deadline for consideration at the Board of Trustees meetings held in March, July, September, and November. However, Applicants may submit multiple Applications to be considered beginning with the January and March 2026 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 (including manufactured housing unit) or building 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). For TBRA and DPA, “Development’ means assistance to one or more families.

**OHFA will begin accepting Applications for HOME Program Year 2025 on April 3, 2025**, for all activities.

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 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 2025 HOME Program funds will be considered is the July 2025 Board meeting.

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

May 5th , 2025**………………………………...**July 16th, 2025

July 3rd, 2025**………………………….….....**September 24th, 2025

*\*(Applicants for HOME Program funds in conjunction with AHTCs must submit their*

*applications by this date.)*

September 4th, 2025**…………………………..**November 19th, 2025

November 13th, 2025**…………………………**January, 2025 (Exact date not set at this time)

January 15th, 2025**……………….…................**March, 2025 (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 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, the HOME Program Rules (OAC 330:55), the Consolidated Plan, the HOME Program Action Plan for 2025 and the 2025 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 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 no longer 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.**
* 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 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.”

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# Application Submission

**All information to be considered with an Application must be received by the deadline.**

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

# 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 requires 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 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 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.
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 Development or Program. HUD requires OHFA to certify that an Awardee has the capacity to undertake the Development or Program.
3. **Applicants with five (5) or more open HOME written agreements, 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.
4. **Applicants with open HOME written agreements, including CHDO Operating Assistance 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 two years old, that the HOME 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 funds.

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, 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 40-46.

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.

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## 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 DPA and TBRA, and all Developments of 5 or more HOME-assisted units)

***Documentation Requirements:***

The 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 DPA. For reference, OHFA advises applicants to refer to OHFA’s website to review 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 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.

***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, 2024,** 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, 2024” refers to the Applicant’s Fiscal Year. It has nothing to do with the date of the preparation of the audit.
3. The 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. The OMB circular 2 CFR Part 200 applies if the applicant expends less than $750,000 in federal funds in their fiscal year. The $750,000 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.

The amount of Match required for a Pre-development loan Application is 25% of the amount of the loan request. Match liability incurred for funds expended for Pre-development loans is forgiven if the Development does not proceed.

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.

***Documentation Requirements:***

1. 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 multiplied by the applicable rate.
2. A description of all sources and amounts of all match commitments.
3. Signed and dated commitment letters from provider for all sources, including an amount.
4. 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 90 days old.
5. If the Applicant is proposing to use discounted land as a source of match, a third-party, independent appraisal must be provided.
6. 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.
7. 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 Pre-Development Loans, CHDO Operating Assistance and Homeowner Rehabilitation.

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.

**Down-Payment Assistance Applications are required to provide strong proof of need for the assistance in the area, including a pool of potential buyers.** Examples of this proof are letters from local realtors, vacancy statistics, Chamber of Commerce information, etc. The documentation must clearly demonstrate a pool of for homes for purchase and a pool of potential buyers. Evidence should be presented that the pool of potential buyers will be income qualified. Also, evidence should be presented that there are available homes in the primary market area that are affordable to potential buyers.

**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 only for Rental Activities in Conjunction with AHTCs:***

Applicants for HOME funds in conjunction with an Affordable Housing Tax Credit Application must submit a third party, independent housing market analysis regardless of the number of units proposed. 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 housing, depending on the proposal. If applying for HOME funds in conjunction with an Affordable Housing Tax Credit Application, the Applicant will only be required to submit one (1) market study between the two (2) (HOME & AHTC) Applications. The single market study should be submitted with the Tax Credit (AHTC) Application. **The study submitted must meet all requirements of both the AHTC and HOME programs.**

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

1. All information included with the Market Study must be no more than eighteen (18) months old;
2. A map and a description of the proposed site which identifies physical features of the property, streets and access information, availability of utilities, and zoning data.
3. 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).
4. 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);
5. The expected time of market absorption of the proposed housing (for rental only);
6. Rent rolls for existing tenants (Rental Acquisition/Rehab only).

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

1. All information included with the Market Study must be no more than eighteen (18) months old;
2. A summary of the qualifications of the individual(s) who participated in the development of the market study;
3. A map and a description of the proposed site which identifies physical features of the property, streets and access information, availability of utilities, and zoning data.
4. 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;
5. An assessment of the current housing supply type, quantity, unit mix, location, age, condition, occupancy levels, and housing cost overburden statistics;
6. An identification of the number of households in the market area which are of the appropriate age, income and size for the proposed activity;
7. A description of the potential effect on the occupancy rates of other comparable properties in the market area (for rental only);
8. A description of rents and vacancy rates of comparable housing (for rental only);
9. 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);
10. The expected time of market absorption of the proposed housing (for rental only);
11. Rent rolls for existing tenants (Rental Acquisition/Rehab only).

###

### **9.** **Additional Development Information:** Additional information is required for the specific activities. Please only address the items that apply to this Development.

**For New Construction only**:

1. 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 New Construction activities should carefully review the Site and Neighborhood Standards section of the 2025 HOME Program Processes, Procedures and Topical Guidance.

**Homebuyer (All Homebuyer activities, not just Down-Payment Assistance):**

1. Explain the process for implementing the required Housing Counseling classes and who will provide.  The classes must be provided by a HUD approved agency and a person who has been certified as a Housing Counselor through HUD.  **If contracting with another provider, please provide a letter from the agency agreeing to provide the service.** Both pre and post purchase counseling are encouraged.
2. The value of the property must not exceed ninety-five percent (95%) of the median area purchase price of a unit, as determined by the local HUD office, except for Homebuyer New Construction. For Homebuyer New Construction, the value of the property must not exceed the U.S. Census Bureau’s median sales price for single family houses sold outside of a Metropolitan Statistical Area (MSA).

**Additional Documentation Requirements Homeowner Rehabilitation Activities**:

1. Applicants applying for Homeowner Rehabilitation funds must provide a detailed narrative of how HOME Program recipients were selected or will be selected. Applicants must also include a copy of the recipient selection system used. Pre-selection of recipients is not required.
2. Document how the proof of eligible ownership will be established for the Homeowners.
3. A Homeowner Conflict Resolution Plan containing **all** of the following:
* The initial contact person or persons responsible for the resolution of disputes.
* The exact procedures taken to resolve the conflict.
* The responsible person to take the measures required for resolution
* The funding available to provide for the resolution.
1. Applicant must describe what standards will be used to determine if a home is to be reconstructed or rehabilitated. OHFA generally recommends reconstruction when the cost to rehabilitate exceeds 75% of the after-rehabilitation value, and a suitable dwelling can be constructed in compliance with all requirements of the HOME Program.
2. In Section 92.254(a)(2)(iii) of the Final Rule, HUD established new homeownership value limits for HOME Participating Jurisdictions (PJs). The HOME homeownership value limits for existing HOME units is 95 percent of the median purchase price for the area based on Federal FHA single family mortgage program data for existing housing and other appropriate data that are available nationwide for sale of existing housing in standard condition. Nationwide, HUD has established a minimum limit, or floor, based on 95 percent of the state-wide nonmetropolitan area median purchase price using this data. HUD has used the greater of these two figures as their HOME homeownership value limits for existing housing in each area. For more information, please refer to <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>.

**Additional Required Information for CHDO Pre-development loans:**

1. Describe activities to be performed and tangible evidence that the potential development can be determined to be financially feasible. The Application should include a plan or course of action on how the Applicant will decide to go forward, not the actual determination of feasibility.
2. A detailed description of the plan for repayment of the loan funds.
3. Applicant must have completed the Match section in Threshold.

Production and implementation schedule, of no more than eighteen (18) months from the date of award, which clearly identifies all major phases of the activity, including close-out. This schedule should be thorough and detailed. If the Applicant is awarded funds for the Application, this schedule will be incorporated into the Special Conditions of the contract between OHFA and the Grantee. This schedule will be used for monitoring the progress of all phases of the activity prior to completion. Funded Applicants will be required to provide progress reports at least quarterly. OHFA will utilize these progress reports in order to determine if the Development is proceeding on schedule.

### **10. Property Management**

**(Only Applicable to Applications for rental activities.)**

***Documentation Requirements:***

1. If self-managing, the Applicant must provide:
	1. A statement to that effect.
	2. The name and contact information for the person who will be managing this property.
	3. Documentation of 2 hours of Fair Housing Training, current within 2 years of the date of application, and in the name of the primary property manager.
2. If utilizing a property management company, the Application must clearly identify by name, address, and contact information. The applicant must also provide:
3. Provide draft copy of management agreement.
4. Describe role of the Applicant and the processes to maintain control over, and supervise, the activities of any third party management company.
5. 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:***

1. Source of all funding with dollar amounts. This should be provided even if only HOME Programs funds and match are in use.
2. 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.
3. Detailed Development Budget, including, but not limited to:
	1. Acquisition of land and/or buildings.
	2. All costs for land development, infrastructure and/or site work.
	3. All costs of construction.
	4. Professional fees, for example, architect, engineer, attorney, and etc.
	5. Reserves, e.g. operating and replacement (Rental activities only).
	6. Budget should delineate exact activities and costs to be paid with HOME funds as well as all other sources of funds.
	7. Budget should include all soft costs (if any) and clearly delineate which source(s) of funds will pay for them.
	8. Soft costs (except 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. For DPA Applications, the soft costs percentage will be applied pro rata based on the amount of assistance provided to each client. Soft costs may include items such as the Utility Allowance Certification or the provision of Housing Counseling to HOME Homebuyers.
	9. Developer fees, if applicable. Developer fees will be considered separately from other soft costs and must not exceed fifteen percent (15%) of the total HOME funds (including developer fees.) Budget should clearly delineate which source(s) of funds will pay for developer fees. For HOME Rental Activities in conjunction with AHTCs, HOME funds cannot pay for developer fees. For HOME DPA and HOME Acquisition activities, developer fees must not exceed ten percent (10%) of the total HOME funds (including developer fee.)
	10. 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.
	11. Total sources of funds must equal total uses of funds.
4. Operating budget (**Rental Developments only**) illustrating income, expenses, and debt service.
5. The budget should be presented over a fifteen (15) year time period.
6. Operating expenses must be reasonable.
7. 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 Program.
8. The budget must include achievable rent rates, market vacancies, all fees, and debt coverage ratio.
9. For Rental activities only, 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.
10. Profit and loss statement, for Homebuyer Developments only.

**For CHDO Pre-Development Loans, the above listed documentation is not required. The following are the only requirements:**

1. The maximum loan amount is $20,000. Loan terms will not exceed eighteen (18) months and interest rates are one percent (1%) simple interest per annum. Specific assistance loans will become due and payable on the first day of the nineteenth (19th) month.
2. The Application must provide a detailed line item budget that indicates the eligible activities for which HOME loan funds will be expended.

**Applications to administer Down-Payment Assistance programs need only provide the following for this section:**

1. Items A and B as set forth above; and
2. A budget showing costs of administration and how they will be paid
3. If any of those costs are paid with HOME funds, they must be HOME-eligible costs
4. An eighteen **(**18**)** month implementation schedule from the date of the Award, which clearly identifies all major phases of the program, including close-out. This schedule should be thorough and detailed. 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. Funded Applicants will be required to provide progress reports at least quarterly. OHFA will utilize these progress reports in order to determine if the Development is proceeding on schedule.

### **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.

***Documentation Requirements****:*

1. **Organizational Experience:** Narrative describing the experience of the organization and staff persons in the use of HOME funds, **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. Experience specific to the type of Development or activity proposed is preferred but not required. HOME Program experience is not a requirement for funding. However, it helps to establish capacity.
2. 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.
3. Document all HOME Program training classes, webinars and workshops attended by housing development staff members within the last 2 years. **A list needs to be provided for this requirement to be met.**

**Consultant Information (if applicable):**

1. 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.
2. 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.
3. The procurement procedures utilized in selecting the consultant. Specifics must be provided, so that OHFA can properly determine if all federal requirements were met.
4. The exact services to be provided by the consultant.

**Low Income Tax Credits (if applicable):**

1. All Applicants for HOME funds in conjunction with Affordable Housing Tax Credits, and any Applicants with private, for-profit development partners, must submit signed financial statements or audited financial statements for all partners, for the most recent fiscal year. OHFA is required to assess the financial capacity of the developer of HOME-assisted Developments, in order to help ensure the long-term viability of the Development. If OHFA Staff determines that the developer of the Development does not have the financial capacity to undertake a Development of the size and complexity of the Development proposed in the Application, OHFA Staff will recommend denial of the Application.If the Applicant is the developer, OHFA Staff will make that determination in Threshold Section Five, Audit. OHFA must be assured that the developer has sufficient financial strength to provide for unforeseen costs and unanticipated delays.

**Partnerships (if applicable):**

1. 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**.**
2. 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.
3. Copy of draft agreements for all commitments. Terms must be specifically delineated.

### **1****3. 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, show certificates of the passed quizzes, and 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 or certificates 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 and certificates 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 / time the training was retaken.

**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 could 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. Documentation of this training should show certificates of the passed quizzes, and 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**,** and for all Applications in conjunction with Affordable Housing Tax Credits, regardless of the number of 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

**(Not Applicable to DPA, TBRA, or CHDO Pre-Development Loan Applications)**

***Documentation Requirements:***

1. Proof of acceptable form of ownership/site control-ownership, purchase contract or purchase option. For Acquisition and Acquisition/Rehabilitation, explain plan to obtain.
	1. If property is acquired for use in this development, a completed URA Seller Notification must be submitted prior to property acquisition.
	2. If property is acquired for use in this development, address the relocation of tenants or residents if applicable.
	3. Plans to obtain properties for Acquisition or Acquisition/Rehabilitation must show that all of 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. Upon Acquisition of the property, a copy of the filed deed must be delivered to OHFA. 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. **(Not applicable to Homeowner Rehabilitation)**
2. 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.
3. Include preliminary plans and specifications, unless the activity is Acquisition/Rehabilitation and the property has not been identified.
4. 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. **(Not applicable to Homeowner Rehabilitation)**

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.

**Only CHDOs in good standing may apply for these funds.** Failure to complete recertification will result in a CHDO being deemed ineligible for CHDO operating assistance. Entities wishing to become a CHDO must complete the CHDO application prior to requesting CHDO operating assistance.

***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 TBRA, Homebuyer, Homeowner Rehabilitation, and Rental Applications will be scored (including Rental Activities in Conjunction with Affordable Housing Tax Credits.)** 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 funds from a specific set-aside at the same meeting of OHFA’s Board of Trustees.

**DPA Applications will not 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 in 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:***

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 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 – 10 Points

**(Not applicable to TBRA or CHDO Pre-Development Loans)**

***Documentation Requirements only for Rental Activities in Conjunction with AHTCs:***

**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.

***Documentation Requirements for all other HOME Applicants:***

**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 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. 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 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 I. 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.

 Required 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

**(Not applicable to TBRA or CHDO Pre-Development Loans)**

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 2025 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

**Applications for Down-Payment Assistance Programs compete only 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 DPA 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:**

**Down-Payment Assistance**

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 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.**

 **Additional Contact:**

**Mailing Address:**

**City:**   **State:**   **Zip Code:**

**Phone #:**

**E-mail address:**

**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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If the Applicant is a CHDO, are you applying for CHDO activities? Yes**   **No**  \_\_\_

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

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

**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**

**\_\_\_\_\_\_\_\_\_\_ Units receiving DPA**

**Total units receiving HOME assistance:**

Are the HOME units Fixed or Floating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_ Apartments \_\_\_\_\_\_\_\_ Stand-alone Homes**

**\_\_\_\_\_\_\_\_\_\_ Duplex \_\_\_\_\_\_\_\_ Triplex**

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

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

**HOME Activity:**

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

Is this Application in conjunction with an AHTC Application? Yes No ­

If yes, then what is the name of Development?

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

**1. Homebuyer**

 **Acquisition**

 **Acquisition/Rehabilitation**

 **New Construction**

 **Homebuyer Assistance**

**2. Rental**

 **Single Family - Acquisition**

 **Single Family - Acquisition/ Rehabilitation**

 **Single Family - Rehabilitation**

 **Single Family - New Construction**

 **Multi-Family - Acquisition**

 **Multi-Family - Acquisition/ Réhabilitation**

 **Multi-Family - Rehabilitation**  **Multi-Family - New Construction**

**3.**   **CHDO Pre-development loans**

**4.**   **CHDO Operating Assistance**

**HOME Application Match Calculation and Match Request**

**HOME Program Funds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHDO Operating Assistance in conjunction with a CHDO Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(If applicable)**

**Total HOME Funds Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Match \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(25% of HOME Contract, excluding CHDO Operating Assistance)**

# OHFA HOME Application Certification

The Applicant hereby certifies that all of the information contained in this Application for funding through the Home Investment Partnership Program (HOME) 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 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 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 Development as funded, shall be considered a material contract failure, and may result in a repayment of all HOME funds and/or suspension from Program participation.

Applicant has read the 2025 HOME Program Application Packet, as well as the 2025 HOME Program Processes, Procedures and Topical Guidance, and will comply with the rules and requirements of the 2025 HOME Program.

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

 Name and Title (Type or Print) Date

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

Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

# 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 issueswith 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.

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

 Name and Title (Type or Print) Date

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

Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

# OHFA HOME 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 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.
14. Applicant agrees to abide by all applicable parts of the 2025 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.

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.

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

 Name and Title (Type or Print) Date

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Signature

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

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

Attest:

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

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:
			1. Tracking expended and unexpended HOME funds
			2. Tracking and allocation of administrative costs, if applicable
			3. Tracking of Program Income or CHDO proceeds, if applicable
			4. Properly maintaining source documentation of expenditures
			5. 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.)
1. 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.
2. Applicant agrees to abide by all applicable building codes and construction standards as set by OHFA, and the Federal, State, and local government. OHFA New Construction and Rehabilitation standards can be located on OHFA’s website.
3. Applicant agrees to use OHFA’s standard forms for the deed restriction, amended deed restriction, any mortgages, affidavits, or other applicable compliance forms.

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.

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

 Name and Title (Type or Print) Date

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Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

# OHFA HOME Application - Attachment D

**Certification of BABA Compliance**

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 and the Small Grants Waiver. Upon review, the applicant may attest to the applicability of the following waivers. (Please select one of the options below.)

☐ 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. (Acquisition / Rehabilitation / Homeowner 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.

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

 Name and Title (Type or Print) Date

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Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

**DO NOT MODIFY THIS FORM**

# OHFA HOME Application - Attachment E -

# Only Eligible for HOME Applications in Conjunction with an AHTC Application

## Home Energy Efficiency Rating Certification – 18 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 at Final Application is higher than the range committed to at the time of the initial Application, the Owner/Developer and any Principals thereof will not be eligible to submit an AHTC Application 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

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

 Name and Title (Type or Print) Date

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Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

***DO NOT MODIFY THIS FORM***

# OHFA HOME Application - Attachment F

**Energy Efficiency/Green Building Certification** **– 10 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)

[ ]  The use of better than R-2 insulation on exposed hot water pipes (1 point)

[ ]  Fire Suppression system installed in stove vent hood (1 points)

[ ]  Ceiling Fans installed in every bedroom and living room (2 points)

[ ]  LED lighting in units or parking lot (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)

[ ]  Programmable thermostats (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

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Signature

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

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

Attest:

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

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 dedicating at least 10% of the total residential units in this Development to serve the special needs population elected.

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

 Name and Title (Type or Print) Date

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Signature

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

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

Attest:

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

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

 Notary Public

 (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. (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 above, I am committing to provide a storm shelter or safe room that meets or exceeds FEMA guidelines to this Development.

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

 Name and Title (Type or Print) Date

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

Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

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

# 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.

Required 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 above, I am committing to follow all Section 504 requirements including, but not limited to, those detailed above.

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

 Name and Title (Type or Print) Date

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

Signature

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

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

Attest:

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

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

 Notary Public

 (SEAL)

***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. 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**

 TAB #

[ ]  Application Information Form and Attachments A, B, C and D 1

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

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

[ ]  Audit \_\_ 3

[ ]  Match \_\_ 4

[ ]  Market Analysis 5

[ ]  Description \_ 6

[ ]  Property Management \_\_ 7\_\_

[ ]  Financing, Underwriting & Subsidy Layering \_\_ 8

[ ]  Additional Development Information \_\_ 9\_\_

[ ]  HUD WISER Environmental Training \_\_10

[ ]  HOME/Fair Housing Training \_ 11

[ ]  Capital Needs Assessment \_\_12

[ ]  Readiness to Proceed 13

[ ]  CHDO Eligibility Criteria 14

**[ ]**  CHDO Operating **\_\_15**

[ ] Nonprofit **\_\_16\_**

**Evaluation Criteria**

[ ]  Leverage \_ 17 \_

[ ]  Energy Efficient/Green Building Certification 18\_\_

[ ]  Targeted Special Needs Populations \_ 19\_\_

[ ]  HOME Investment per Unit \_20\_\_

[ ]  Storm Shelter \_\_21\_\_

[ ]  Visitability \_\_22\_\_

[ ]  Tiebreakers \_\_23\_\_

