

City of Moore CDBG-DR Down Payment Assistance Program Handbook

The City of Moore CDBG-DR Down Payment Assistance Program Handbook is meant to be used as a resource in completing the Down Payment Assistance Application

Neighborhood Housing Services Oklahoma (NHSOKLA) administers different Down Payment Assistance (DPA) Programs with similarities in basic requirements and some specific requirements for each program to meet the needs of clients and market demand. All DPA Programs are contingent upon funding availability and are administered on a first come first serve basis.

The City of Moore CDBG-DR Assistance Program:

- The City of Moore intends to provide housing assistance in the form of counseling on the home purchasing and financing process, and cash subsidies for down payments, equity buy-down, or closing costs for qualified applicants whose income is between 50% and 80% of area median income. The maximum program subsidy is \$40,000. The long term goal of this program is to help provide sustainable housing access and equity for low-to-moderate income homebuyers. The grant term is five (5) years and is secured by a lien to the city.
- The amount of housing assistance given to each household will be determined by the NHSOKLA and the City of Moore. The amount of assistance will vary for each household.
- Household income (**all members of the household over the age of 18 must be considered regardless of who is qualifying for the mortgage loan**) must be at least 50% of the area median income guidelines and cannot exceed 80% of the area median income guidelines.

Area Median Income Guidelines **effective 06/15/2017

Family Size	Minimum Income (50% med income)	Maximum Income (80% med)
1	\$23600	\$37700
2	\$26950	\$43100
3	\$30300	\$48500
4	\$33650	\$53850
5	\$36350	\$58200
6	\$39050	\$62500
7	\$41750	\$66800
8	\$44450	\$71100

New Income Limits are established by HUD Annually



- **Applicants must submit a DPA application for assistance AND attend NHSOKLA's homebuyer education workshop prior to executing a purchase contract.**
- **Eligible Properties must be located in the tornado impacted areas designated by the City of Moore;**
 - Residential single family detached homes constructed after June 30th 2013;
 - Meet all applicable zoning requirements;
 - All units must meet or exceed Ordinance: 768(14) 3/17/14 Dwelling code 5-204 C ;
 - Have a shelter or safe room that meets or exceeds the FEMA standard established at FEMA P-320 and FEMA P-321
- **Eligible properties must be owner occupied or unoccupied for 90 days prior to signing the purchase contract;**
- **Newly constructed property must have a certificate of occupancy before the applicant signs a sales contract;**
- **Property cannot be located in Flood Zone;**
- **Down payment assistance approval is subject to a satisfactory Home inspection completed by the City of Moore Housing Inspector;**
- **Applicants must successfully complete a Verification of Benefits review;**
- **The buyer must attend NHSOKLA's Homebuyer Education Workshop prior to executing a purchase contract;**
- **Buyers minimum required contribution is expected to be 1% of the purchase price of the home which will be given as the earnest deposit when negotiating the purchase contract for the home.**
- ***Prepaid tax escrows, daily interest & one year homeowners insurance *cannot* be included in the amount of assistance given.***
- **Property must be primary residence;**
- **Three months of housing payments (principal and interest) verified in a banking account two weeks prior to closing;**
- **Housing Ratios must be at least 25% and cannot exceed 32% of gross monthly income (based on lender calculations). Back end ratios cannot exceed 42% of gross monthly income;**
- **Co-signors are not allowed;**
- **Household residents must legally reside in the United States**
- **Applicant(s) or other adult household members cannot have a felony conviction for a violent crime within the last 15 years.**
 - **The DPA Applicant is responsible for obtaining their own criminal report at their expense.**
- **The amount of subsidy (assistance) depends on income, debt, amount of mortgage, and other factors. Not everyone will qualify for \$40,000**



Privacy and Opt Out Policy

Neighborhood Housing Services Oklahoma, is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your “nonpublic personal information,” such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization and signature on the Foreclosure Mitigation Counseling Agreement. We may also use anonymous aggregated case file information for the purpose of evaluating our services, gathering valuable research information and designing future programs.

Types of information that we gather about you

- Information we receive from you orally, on applications or other forms, such as your name, address, social security number, assets, and income;
- Information about your transactions with us, your creditors, or others, such as your account balance, payment history, parties to transactions and credit card usage; and
- Information we receive from a credit reporting agency, such as your credit history.

You may opt-out of certain disclosures

1. You have the opportunity to “opt-out” of disclosures of your nonpublic personal information to third parties (such as your creditors), that is, direct us not to make those disclosures.
2. If you choose to “opt-out”, we will not be able to answer questions from your creditors. If at any time, you wish to change your decision with regard to your “opt-out”, you may call us at (phone number) and do so.

Release of your information to third parties

So long as you have not opted-out, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, would aid us in



counseling you, or is a requirement of grant awards which make our services possible.

We may also disclose any nonpublic personal information about you or former customers to anyone as permitted by law (e.g., if we are compelled by legal process).

Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Conflict of Interest Statement

Neighborhood Housing Services, Oklahoma, Directors, employees, and officers will avoid actual and the appearance of conflicts of interest. They will inform clients when a real or potential conflict of interest arises and take all necessary steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

Neighborhood Housing Services, Oklahoma, Directors, employees, and officers will not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political or business interests.

Any potential conflicts of interest (such as a counseling agency providing low-cost loans), will be disclosed to clients in a written disclosure document.



NEIGHBORHOOD HOUSING SERVICES OKLAHOMA

4301 Classen Blvd, Oklahoma City OK 73118

405-231-HOME (4663) Phone/405-231-5137 Fax

NHSOKLA.ORG

Counseling Disclosure

- Neighborhood Housing Services, Oklahoma (NHSOKLA) provides the following services:
 - Housing Counseling which includes pre-purchase and default counseling
 - Group education which includes Home Buyer Education
 - Down Payment Assistance Programs which include City of Oklahoma City and Cleveland/Logan/Pottawatomie Counties and City of Moore
 - Affordable homes for sale and rent.
- NHSOKLA does not have any financial relationships between our Agency and any other industry partners.
- While affordable homes, rental properties, lending products and other forms of assistance might be available through NHSOKC, the client is under no obligation to utilize these services. Clients have a right to use loan products than those offered by the agency and purchase or rent properties other than those owned by the agency.
- NHSOKLA will limit referring services to those within their training and expertise, and refrain from giving legal, tax or accounting advice unless licensed to do so. Non-homeownership issues should be referred to other appropriate agencies to serve clients fully.
- NHSOKLA staff shall not give payment or receive payment from an outside source for a referral unless professional services of comparable value have been provided.
- NHSOKLA will avoid actual and the appearance of conflicts of interest. NHSOKC will inform clients when a real or potential conflict of interest arises and take all necessary steps to resolve the issue in a manner that makes the clients' interests primary and protects clients'. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the clients.
- NHSOKLA respect clients' right to privacy. Private information will not be requested from clients unless it is critical to providing services. Once private information is shared, privacy laws apply as well as client confidentiality.

