



Description of the DPA Homebuyer Assistance Program for Logan/Cleveland/Pottawatomie Counties (Oklahoma Housing Finance Agency)

The Homebuyer Down payment & Closing Cost Assistance Program (DPA Program) provides funds for low-to-moderate-income individuals and families to purchase their home and realize the great American Dream of Homeownership.

Neighborhood Housing Services Oklahoma, Inc.(NHSOKLA) offers different DPA Programs with some similarity in basic requirements and some specific requirements for each program to meet the needs of clients and market demand. Each program offers assistance for a designated target area. All DPA Programs are contingent upon funding availability and are administered on a first come first serve basis. Funds will not be reserved until Neighborhood Housing Services Oklahoma, Inc.(NHSOKLA) receives a copy of the fully executed purchase contract.

Assistance is provided in the form of a five-year forgivable 2nd Mortgage to be filed at the County Courthouse and held by the Oklahoma Housing Finance Agency or NHSOKLA. The 2nd Mortgage is subject to forgiveness after buyers have occupied the home as their primary residence for five years (Affordability Period). If the property is sold, refinanced or conveyed during the five-year affordability period, the buyers will need to contact NHSOKLA at (405) 231-4663 and request a payoff amount prior to closing. *The forgiveness of the 2nd Mortgage is 1/60th per month, beginning the date the activity is shown as completed by OHFA in HUD's Integrated Disbursement and Information System (IDIS).* If the property is sub-leased during the five-year affordability period, the full amount of DPA that was provided may be required to be paid back.

The Oklahoma Housing Finance Agency HOME program:

This program will serve the following areas and the buyer's household must meet the HUD's 80% Average Median Income limits. Income is calculated utilizing the CFR 24 Part 5 Income Determination.

1. Cleveland County, **excluding the City of Norman, City of Oklahoma City**
2. Logan County
3. Pottawatomie County

The amount of assistance will be calculated as follows: Funding amount needed to obtain the amount of Down Payment required not to exceed 3.5% of purchase price, including closing costs, after all credits toward the purchase and homebuyer required investments have been calculated.

It is imperative that you contact our office prior to committing to a property for verification that the property address qualifies for Down Payment assistance!

80% Area Median Income Guidelines **effective 06/01/2018

Family Size	Annual Income
1	\$38,850.00
2	\$44,400.00
3	\$49,950.00
4	\$55,550.00
5	\$59,950.00
6	\$64,400.00
7	\$68,850.00
8	\$73,300.00

New Income Limits are Established by HUD Annually

The Following Requirements apply to all DPA programs:
Excluded Students are prohibited from receiving HOME housing assistance

- Program restrictions on student participation found at 24 CFR 5.612, which exclude any student who:
- Is enrolled in a higher education institution
 - Is under age 24
 - Is not a veteran of the U.S. military
 - Is not married
 - Does not have a dependent child(ren)
 - Is not a person with disabilities
 - Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income.
 - The buyer must attend a certified Homebuyer Education Workshop prior to closing and provide NHSOKLA with a copy of the certificate.
 - Buyer must invest a minimum of 1% of sales price towards the home purchase. Cash back at closing if invest exceeds this guideline is not allowed!
 - Property being purchased must have been owner occupied/vacant at least 6 months prior to purchase date.
 - Down payment assistance approval is subject to a satisfactory Uniform Physical Condition Standards (UPCS) conducted by a NHSOKLA Inspector. There is no fee for the inspection.
 - Property cannot be located in Flood Zone
 - Property must be primary residence.
 - Front-end (housing payment only) must be at least 20% and cannot exceed 35% and back-end (all debts combined) cannot exceed 50%
 - If a co-mortgagor/co-signor is used to qualify for mortgage loan, the co-mortgagor/co-signor cannot be on the deed to the property. Primary applicant must still qualify at ratios of 35% & 50%.
 - Buyer must legally reside in the United States
 - Buyer cannot have any felony convictions within three years of date of
 - Property being purchase must have been owner occupied or vacant for at least three months prior to signing the purchase contract.

Participation in Homebuyer Assistance programs require cooperation from all parties involved in the purchase transaction. NHSOKLA, the buyer, realtor, seller, lender, and Title Company all have specific responsibilities in the homebuyer program. The homebuyer should allow a minimum of 45 days to complete the homebuyer program. **Down Payment Assistance Applications must be complete! Any missing information including disclosing liabilities, child support, Alimony/ Spousal support will be cause for assistance denial.**

Submission of Application

Prior to submitting an application for Down Payment Assistance, applicant must be pre-approved with a mortgage lender of their choice.

Applicants must contact our office and schedule an appointment with our Down Payment Assistance Coordinator to submit their application.

- ✓ **Incomplete applications missing any disclosures and documents listed below will not be accepted**
- ✓ Bring the application, General Release, Disclosure and Acknowledgment, Conditional Grant Agreement and non-returnable copies of the following documents with you to the appointment:
 - Two months most recent pay stubs for all working family members
 - Documentation of any other income, including social security, disability etc.
 - Divorce decree (if applicable and receiving child support)
 - Last two years W-2 forms
 - Federal income tax returns from last two years
 - Driver's licenses and social security cards for all household members
 - Last two months bank statements
 - Fully executed purchase contract*****
 - Certificate of completion of Homebuyer Education, if available
 - Lender pre-approval,
 - Loan Estimate prepared by lender if available

*****DPA funds will not be reserved until applicant is in contract to purchase property AND the Lender /Borrower has provided NHSOKLA a copy of the Loan Estimate prepared by the lender, and property has passed environmental clearance through OHFA*****
- ✓ At the appointment buyer will receive information sheets for the realtor, lender, and Title Company. The buyer must distribute these sheets to each entity.
- ✓ Buyer must pick up check and closing documents at NHSOKLA 1 hour before closing.
- ✓ Application and provided documentation are valid for 4 months from date of application.

DOCUMENTS NEEDED FROM REALTOR

The realtor must provide NHSOKLA with copies of the following documents:

- ✓ Sales contract signed by buyer and seller
- ✓ Lead paint disclosure or the document “Lead-Based Paint: A Threat to Your Children” and all other Disclosures
- ✓ Complete and return the Realtor Information Sheet (provided by NHSOKLA at application interview)
- ✓ Schedule a Housing Quality Inspection with NHSOKLA Inspector. This is free and should be performed after the appraisal and repairs are completed. The inspection should be scheduled at least 1 week in advance of closing.

DOCUMENTS NEEDED FROM LENDER

Signed Loan Application	Loan Estimate
Credit Report	Appraisal
Closing Disclosure signed by homebuyer(s)	Flood Certification
Employment Verification	1008/MCAW
Evidence of Insurance	

DOCUMENTS NEEDED FROM TITLE COMPANY

Provide the following documents to NHSOKLA before closing:

- ✓ Title Commitment and Survey
- ✓ Settlement Statement

After closing the title company must return the requested documents to Neighborhood Housing Services Oklahoma or The City of Oklahoma City (listed on the instruction form for title company instructions).

Once NHSOKLA has approved the Final Closing Disclosure, no further changes are allowed to be made to the final settlement statement

PROPERTY REQUIREMENTS

- ✓ The home must be located in an area where funding is currently available (see maps).
- ✓ The home must pass a Housing Quality Standards Inspection before closing. If repairs are needed they must be completed before closing. Copies of receipts for materials, photos, or re-inspection will be required as proof of repairs.
- ✓ Persons who live in the house prior to purchase cannot be displaced. The house must have been occupied by the seller, buyer, or been vacant for six months. The seller will be asked to sign the Homebuyer/Seller Certification verifying no displacement has occurred. If displacement has occurred, the **seller** will be required to settle any claims filed as a result of the displacement.
- ✓ **Property cannot be located in a flood zone.**

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 expense,s 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 (405) 231-4663 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

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

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 Counties and Neighborhood Stabilization Program.
 - 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 NHSOKLA, 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. NHSOKLA 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.



FACT SHEET

EPA and HUD Move to Protect Children from Lead-Based Paint Poisoning; Disclosure of Lead-Based Paint Hazards in Housing

SUMMARY

The Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) are announcing efforts to ensure that the public receives the information necessary to prevent lead poisoning in homes that may contain lead-based paint hazards. Beginning this fall, most home buyers and renters will receive known information on lead-based paint and lead-based paint hazards during sales and rentals of housing built before 1978. Buyers and renters will receive specific information on lead-based paint in the housing as well as a Federal pamphlet with practical, low-cost tips on identifying and controlling lead-based paint hazards. Sellers, landlords, and their agents will be responsible for providing this information to the buyer or renter before sale or lease.

LEAD-BASED PAINT IN HOUSING

Approximately three-quarters of the nation's housing stock built before 1978 (approximately 64 million dwellings) contains some lead-based paint. When properly maintained and managed, this paint poses little risk. However, 1.7 million children have blood-lead levels above safe limits, mostly due to exposure to lead-based paint hazards.

EFFECTS OF LEAD POISONING

Lead poisoning can cause permanent damage to the brain and many other organs and causes reduced intelligence and behavioral problems. Lead can also cause abnormal fetal development in pregnant women.

BACKGROUND

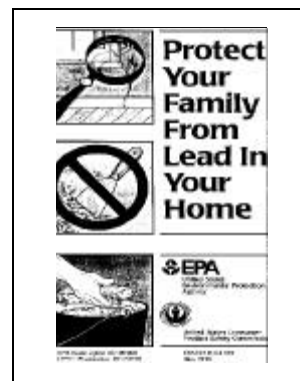
To protect families from exposure to lead from paint, dust, and soil, Congress passed the Residential Lead-Based Paint Hazard Reduction Act of 1992, also

known as Title X. Section 1018 of this law directed HUD and EPA to require the disclosure of known information on lead-based paint and lead-based paint hazards before the sale or lease of most housing built before 1978.

WHAT IS REQUIRED

Before ratification of a contract for housing sale or lease:

- Sellers and landlords must disclose known lead-based paint and lead-based paint hazards and provide available reports to buyers or renters.
- Sellers and landlords must give buyers and renters the pamphlet, developed by EPA, HUD, and the Consumer Product Safety Commission (CPSC), titled *Protect Your Family from Lead in Your Home*.
- Home buyers will get a 10-day period to conduct a lead-based paint inspection or risk assessment at their own expense. The rule gives the two parties flexibility to negotiate key terms of the evaluation.
- Sales contracts and leasing agreements must include certain notification and disclosure language.
- Sellers, lessors, and real estate agents share responsibility for ensuring compliance.



WHAT IS NOT REQUIRED

- This rule does not require any testing or removal of lead-based paint by sellers or landlords.
- This rule does not invalidate leasing and sales contracts.

TYPE OF HOUSING COVERED

Most private housing, public housing, Federally owned housing, and housing receiving Federal assistance are affected by this rule.

TYPE OF HOUSING NOT COVERED

- Housing built after 1977 (Congress chose not to cover post-1977 housing because the CPSC banned the use of lead-based paint for residential use in 1978).
- Zero-bedroom units, such as efficiencies, lofts, and dormitories.
- Leases for less than 100 days, such as vacation houses or short-term rentals.
- Housing for the elderly (unless children live there).
- Housing for the handicapped (unless children live there).

- Rental housing that has been inspected by a certified inspector and found to be free of lead-based paint.

- Foreclosure sales.

EFFECTIVE DATES

- For owners of more than 4 dwelling units, the effective date is September 6, 1996.
- For owners of 4 or fewer dwelling units, the effective date is December 6, 1996.

THOSE AFFECTED

The rule will help inform about 9 million renters and 3 million home buyers each year. The estimated cost associated with learning about the requirements, obtaining the pamphlet and other materials, and conducting disclosure activities is about \$6 per transaction.

EFFECT ON STATES AND LOCAL GOVERNMENTS

This rule should not impose additional burdens on states since it is a Federally administered and enforced requirement. Some state laws and regulations require the disclosure of lead hazards in housing. The Federal regulations will act as a complement to existing state requirements.

FOR MORE INFORMATION

- For a copy of *Protect Your Family from Lead in Your Home* (in English or Spanish), the sample disclosure forms, or the rule, call the National Lead Information Clearinghouse (NLIC) at (800) 424-LEAD, or TDD (800) 526-5456 for the hearing impaired. You may also send your request by fax to (202) 659-1192 or by Internet E-mail to ehc@cais.com. Visit the NLIC on the Internet at <http://www.nsc.org/nsc/ehc/ehc.html>.
- Bulk copies of the pamphlet are available from the Government Printing Office (GPO) at (202) 512-1800. Refer to the complete title or GPO stock number 055-000-00507-9. The price is \$26.00 for a pack of 50 copies. Alternatively, persons may reproduce the pamphlet, for use or distribution, if the text and graphics are reproduced in full. Camera-ready copies of the pamphlet are available from the National Lead Information Clearinghouse.
- For specific questions about lead-based paint and lead-based paint hazards, call the National Lead Information Clearinghouse at (800) 424-LEAD, or TDD (800) 526-5456 for the hearing impaired.
- The EPA pamphlet and rule are available electronically and may be accessed through the Internet.

Electronic Access:

Gopher: gopher.epa.gov:70/11/Offices/PestPreventToxic/Toxic/lead_pm

WWW: <http://www.epa.gov/opptintr/lead/index.html>
<http://www.hud.gov>

Dial up: (919) 558-0335

FTP: [ftp.epa.gov](ftp://ftp.epa.gov) (To login, type "anonymous." Your password is your Internet E-mail address.)