

September 4, 2013

A regularly scheduled meeting of Oklahoma Housing Finance Agency's ("OHFA") Board of Trustees has been scheduled to be held at 10:00 a.m. on Wednesday, September 18, 2013, 100 Northwest 63<sup>rd</sup>, Will Rogers Room, Oklahoma City, and Oklahoma. The agenda for this meeting will be as follows.

1. Consider a Resolution approving Minutes of the July 17, 2013 meeting of the Board of Trustees. **Approved**
2. Certification and Award Presentation.
3. Diamond Awards.
4. Consider a Resolution approving and authorizing the Executive Director and staff of OHFA to formally close the Section Housing Choice Voucher Tenant Based Waiting List effective October 1, 2013 and directing that notice of same be posted on the OHFA website. **Approved**
5. Consider a Resolution approving the Consolidated Annual Contributions Contracts ("CACCs") to OHFA by the U.S. Department of Housing and Urban Development ("HUD"), and approving and ratifying the execution of said CACC Contracts, along with any and all additional documents relating to amendments of said contracts, by the Executive Director of OHFA. **Approved**
6. Consent Docket - The following items of business may be voted upon by a single vote of the Trustees without discussion, unless and except for any item which anyone of the Trustees desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket: **Approved**
  - 6.1 Consider a Resolution approving form of Request for Proposal ("RFP") for Underwriter, Trustee Bank, Master Servicer, and Financial Printer for the OHFA 2014 Single Family Program, as a "Related Plan of Financing" and authorizing the distribution of a RFP for each service provider.
  - 6.2 Consider a Resolution approving the substitution of MPF Bayshore North GP, LLC as the general partner of the Owner of the tax credit development known as Ashford Place Apartments, Shawnee, Oklahoma [OHFA # 96-08-38], subject to certain conditions and terms.

**6.3 Consider a Resolution approving the transfer of the ownership of Stonegate Apartments, OHFA file # 95-03-09, Tulsa, Oklahoma to Post Stonegate, LLC subject to certain conditions and terms, including compliance with timetables and all other requirements of Staff.**

**6.4 Consider a Resolution approving and authorizing the review of the various Program Rules and Guidelines promulgated by OHFA under the Oklahoma Administrative Procedures Act (“OAPA”) and codified under Title 330 of the Oklahoma Administrative Code; authorizing the Staff of OHFA proceed under the permanent rulemaking provisions of the OAPA with the adoption of any amendments to said rules and guidelines as deemed necessary by the staff.**

**6.5 Consider a Resolution approving amendment to the Carryover Agreement for Low Income Housing Tax Credits entered into by OHFA and Fairway Breeze, LLC (OHFA File # 12-07-48).**

- 7. Consider a Resolution approving the selection of Financial Advisor for the OHFA 2014 Single Family Program, as a “Related Plan of Financing” subject to certain terms and conditions and to provide general financial advisory services. **Approved****
- 8. Consider a Resolution approving the selection of Legal Services provider for the OHFA 2014 Single Family Program, as a “Related Plan of Financing” subject to certain terms and conditions. **Approved****
- 9. Consider a Resolution relating to the issuance of OHFA’s Single Family Mortgage Revenue Bonds (Homeownership Loan Program) 2013C and 2013D (The “2013C/D Bonds”) consisting of one or more series or subseries; waiving competitive bidding for the sale thereof; authorizing the sale of Mortgage Backed Securities; authorizing the various documents relating to such bonds; approving the distribution of the Preliminary Official Statement; setting parameters for the price and interest rates for such bonds; providing for the funding of loans on newly constructed residences and down payment assistance and other purposes; authorizing use of OHFA funds; designating a Trustee, Registrar and Paying Agent; designating a Book-Running Co-Senior Manager; and authorizing OHFA officers, staff and advisors to take certain actions with respect thereto. **Approved****
- 10. Consider a Resolution approving the sale under the OHFA TBA Program of GNMA/FNMA Certificates relating to Single Family Mortgages to be originated as a part of the ongoing origination program of the OHFA; directing the staff to develop the documentation for the program; authorizing staff and OHFA officers to take such other actions as may be necessary or desirable for such purpose. **Approved****
- 11. Consider a Resolution approving the sale of up to \$25 million GNMA/FNMA certificates relating to Single Family Mortgages originated as part of the ongoing origination program of OHFA; directing the staff to develop the documentation for and approving parameters for the sale of not to exceed that amount of said GNMA/FNMA certificates;**

authorizing staff and OHFA officers to take such other actions as be necessary or desirable for such purpose. **Approved**

12. Consider, individually, the applications for funding from the State of Oklahoma's HOME Investment Partnership Program filed by each of the Applicants identified in Exhibit "A", attached hereto and made a part hereof by reference, and in connection therewith: (a) make such preliminary and/or intermediate rulings as may be necessary and/or appropriate in regard to the conduct of the proceedings; (b) receive and hear the reports and recommendations of the Staff of OHFA, the evidence and arguments of the Applicants and their representatives and, pursuant to the Oklahoma Open Meeting Act, the comments of members of the public present; and (c) at the conclusion of all testimony and evidence, consider individual Resolutions approving, subject to any contingencies, conditions or requirements established by the Trustees, or disapproving the application of each of said Applicants for funding from the State of Oklahoma's HOME Investment Partnership Program. **Approved**

Exhibit "B" reflects the balance of HOME funds. It is provided for information purposes only.

13. Consider a Resolution approving the 2014 Tax Credit Application which includes both the Application Instructions and the Application Form. **Approved**
14. Report on Information Systems FY 2014 Technology Plan.
15. Consider a Resolution authorizing an adjustment to the OHFA salary grid and setting other adjustments to employee compensation for fiscal year 2013/2014. **Approved**
16. Consider a Resolution approving the fiscal year 2013/2014 Administrative Budget of OHFA; directing the Executive Director of OHFA to manage and operate OHFA and the Trust Estate in a manner consistent with said 2013/2014 Administrative Budget and prior resolutions of the Board of Trustees of OHFA and to report to the Board of Trustees regularly on such operation. **Approved**
17. Third Quarter Budget Report.
18. Report on Audit Committee.
19. Report on Cost Center Analysis.
20. Report on Shellbrook Development.
21. Consider approval of Resolutions: a) authorizing an executive Session of the Trustees of Oklahoma Housing Finance Agency ("OHFA"), pursuant to Section 307.B.1 of the Oklahoma Open Meeting Act (25 O.S., Sections 301, et seq.), in regard to personnel matters for the purpose of reviewing the job performance of the Executive Director of

**OHFA and engaging in discussions pertaining to the duties, terms of employment, compensation and employment benefits of the Executive Director of OHFA;**

**b) after the conclusion of the Executive Session, authorizing the reconvening of the Open Meeting of the Board of Trustees of OHFA; and**

**c) pertaining to the duties and terms of employment, including compensation and employment benefits of the Executive Director of OHFA, as the Board of Trustees of OHFA may deem appropriate. **Approved****

**22. Any business not known about or which could not have been reasonably foreseen prior to the time of posting of this Agenda.**

**FOR THE CHAIRMAN**

**Dennis Shockley  
Executive Director**

## EXHIBIT A

OKLAHOMA HOUSING FINANCE AGENCY  
2013 HOME PROGRAM

Applicant	Location of Development	Activity	# Units	Score	Amount
<b>CHDO OPERATING APPROVALS</b>					
Native American Housing Services, Inc. (NAHSI)	City of McLoud Pottawatomie County	CHDO Operating	N/A	N/A	\$4,311
<b>RENTAL APPROVALS</b>					
Native American Housing Services, Inc. (NAHSI)	City of McLoud Pottawatomie County	Single Family New Construction Rental	3	42%	\$498,098
<b>RENTAL DENIALS - SUBMITTED WITH TAX CREDIT APPLICATIONS</b>					
Midwest Housing Initiatives, Inc. - Wildwood	Sayre, Beckham County	Single Family New Construction Rental	9 HOME/24 Total	58%	\$500,000
<b>RENTAL APPROVALS - SUBMITTED WITH TAX CREDIT APPLICATIONS &amp; CONTINGENT ON TAX CREDIT AWARD</b>					
Red Rock Residential	Sapulpa, Creek County	Multi-Family New Construction Rental	10 HOME/50 Total	64%	\$450,000
Silent Harvest Homes II, LLC	Guthrie, Logan County	Single Family New Construction Rental	7 HOME/48 Total	58%	\$500,000
Carland Group LLC	Ponca City, Kay County	Single Family New Construction Rental	5 HOME/28 Total	58%	\$500,000

Oklahoma Housing Finance Agency  
HOME Program Activity Funding Tracking  
Exhibit B

HOME Program Year	CHDO	Other	Rental	CHDO	Tenant	Continuum
April 2013 to March 2014	Set-aside	Rental	Housing	Operating	Based	of Care
		Homeownership	with	Assistance	Rental	
			Tax credits		Assistance	
<b>2013 Allocation</b>						
<b>\$5,832,546</b>						
<b>Percentage of Allocation per Annual Plan</b>	<b>20%</b>	<b>20%</b>	<b>38%</b>	<b>5%</b>	<b>5%</b>	<b>2%</b>
<b>Amount based on percentage</b>	<b>1,166,509.20</b>	<b>1,166,509.20</b>	<b>2,216,367.48</b>	<b>291,627.30</b>	<b>291,627.30</b>	<b>116,650.92</b>
<b>Carry forward from 2012 Program Year</b>		<b>110,203.38</b>				
<b>2013 De-obligated/Returned/Recaptured:</b>		<b>1,112,796.44</b>				
<b>HOME Balance available:</b>	<b>1,166,509.20</b>	<b>2,389,509.02</b>	<b>2,216,367.48</b>	<b>291,627.30</b>	<b>291,627.30</b>	<b>116,650.92</b>
<b>JULY AWARDS</b>	<b>(1,166,509.20)</b>	<b>(1,250,781.80)</b>		<b>(232,188.00)</b>		
July Inspection Awards		<b>(56,000.00)</b>				
Native American Housing Services, Inc.				<b>(4,311.00)</b>		
Native American Housing Services, Inc.		<b>(498,098.00)</b>				
Inspection Awards		<b>(8,000.00)</b>				
Red Rock Residential - Walnut Park			<b>(450,000.00)</b>			
Silent Harvest Homes II			<b>(500,000.00)</b>			
Carland Group-Highland Park			<b>(500,000.00)</b>			
Inspection Awards			<b>(30,000.00)</b>			
<b>Ending Balance</b>	<b>0.00</b>	<b>576,629.22</b>	<b>736,367.48</b>	<b>55,128.30</b>	<b>291,627.30</b>	<b>116,650.92</b>
<b>\$1,776,403.22</b>						