

HOME Implementation Manual REVISION LIST

The entire Implementation Manual was re-written due to the passage of the 2013 HOME Final Rule.

Revised October 2014:

Chapter 8: Income Determinations

- a. Updated the “HOME Income Certification” form linked to this chapter with the effective 2-1-15 passbook savings rate from 2% to .06%.

Chapter 26: Rental Program

- a. Added verbiage to these chapters stating effective 10-1-14 unborn children are considered household members when determining household size.

Revised January 2015:

Chapter 26: Rental Program

- a. Added verbiage to this chapter reflecting the use of required lease language and the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).
- b. Added a form and link “HOME Required Lease Language Addendum” to be utilized if required lease language is not listed in the lease agreement.
- c. Added a form and link “HUD VAWA Lease Addendum” to protect owners and awardees.

Revised March 2015:

Chapter 1: Program Definitions

- a. Added definition for Observation

Chapter 4: Financial Management Standards

- b. Added effective dates to this chapter reflecting the use of the Super Circular for new contracts issued.
- c. Added a form and link “Super Circular” for reference.

Chapter 23: Affirmative Fair Housing & Marketing (AFHM)

- d. Replaced HUD form 935.2b (Single Family Form) with an OHFA developed form and link “Affirmative Fair Housing Marketing Plan - Single Family Housing” to use when doing a Homebuyer activity.

Revised April 2015:

Chapter 26: Rental Program

- a. Added a link for a Sample Application to use for each initial certification and recertification of households.

Revised May 2015:

Chapter 10: Maximum Per-unit Subsidy Amounts and Affordability Chapters

- a. Added a link for HOME Max per-unit Subsidy Limits effective 5-1-2015.

Revised July 2015:

Chapter 26: Rental Program

- a. Added a link to a Housing Quality Standards (HQS) inspection form.

Revised August 2015:

Chapter 8: Income Determinations

- a. Updated Student Status Affidavit for HOME Units / Clarified per HUD, if a disability, the student must have been receiving Section 8 assistance as of 11-30-2005 before the exception is met.

Chapter 13: Program Reports

- b. Updated Rental Activity Annual Report

Chapter 26: Rental Program

- c. Updated HOME Unit Rental Status Sheet Instructions for column E (move-in) and column M (move-out)
- d. Updated HOME Unit Rental Status Sheet to reflect revisions to Column E and M

Revised October 2015:

Chapter 8: Income Determinations

- a. Updated the Banking Verification form (changed Checking from Six Months Interest Income to Interest Rate & Savings Account from Interest Income to Interest Rate)

Chapter 26: Rental Program

- b. Updated the Guidance for HOME Rental Compliance Checklist (added recorded amended deed restriction)

Revised November 2016:

Chapter 8: Income Determinations

- a. Added a link for Asset Inclusions and Exclusions

Chapter 10: Maximum Per unit Subsidy Amounts

- b. Previously added an updated link for maximum subsidy limits effective 1-1-2016.

Chapter 26: Rental Program

- c. Added language within the chapter to suggest a recertification application to obtain income/asset and other updated information.
- d. Added the utility allowance policy within the chapter for all HOME Rental commitments made on or after 8-23-2013.
- e. Added a link to the HOMEfires Vol.13 No. 2 – Utility Allowance per 2013 HOME Final Rule.