

# CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE

## HOMEOWNER AND HOMEBUYER HOME PROGRAMS

ARKANSAS DEVELOPMENT FINANCE AUTHORITY

<b>Certification Dates:</b>	<b>From:</b> July 1, 20	<b>To:</b> June 30, 20	
<b>Recipient Name:</b>			
<b>Recipient Address:</b>		<b>City:</b>	<b>Zip:</b>
<b>Contact Information:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Email:</b>			
<b>Name of responsible party executing Certification:</b> Mayor/Non-Profit/CHDO			
<b>Name of person preparing certification:</b>			

- Certification and all attachments will be due by July 15, 20 .

The undersigned \_\_\_\_\_ on behalf of the Recipient hereby certifies that:

1. **Record Retention**-Recipient has retained all records as outlined in the HOME Program Agreement for a period of five (5) years after the applicable Required Affordability Period:
  1. Application
  2. HOME Agreement
  3. Lien Documents
  4. All Documentation during construction phase until completion
  5. Homeowner file, (will be updated annually)
  
2. **On-Going Compliance**-Recipient has verified that each Homeowner has complied with the HOME Program requirements by verifying the following:
  1. Homeowner is still principal resident
  2. Homeowner has current insurance on the property sufficient to cover the 1<sup>st</sup> mortgage amount with ADFA named as loss payee
  3. Homeowner has paid their current property taxes
  4. Property remains in good physical condition

3. **Homeowner Non-Compliance** – When applicable, upon non-compliance of the homeowner the Recipient must make efforts to obtain copies of homeowner’s insurance policies and real estate tax receipts. Homeowner file will include a copy of a minimum of two letters of request and one personal visit by the recipient or other designee, evidencing efforts to restore the property to full compliance.
  4. **Activity Report**-Recipient has prepared the Activity Report of all Homeowners that are still in the HOME affordability period. If the report is marked “no”, indicating that a Homeowner file is not complete, an explanation has been provided as to why the property is noncompliant.
- **Activity Report and Explanation of Non-Compliance will be part of this Certification as an attachment.**

It is understood and agreed that Failure to maintain compliance of the HOME Project throughout the Compliance Period may result in the recapture of ADFA funds and/or denial of future ADFA funding.

It is understood and agreed that ADFA will be completing monitoring visits to ensure Recipients have maintained all required documentation and validation for each annual certification. An incomplete Certification could result in an immediate Compliance Monitoring visit to the Recipient to ascertain the cause of noncompliance and possible remedies to restore compliance.

**Important Note:** Failure to complete this form in its entirety will result in non-compliance with program requirements. **In ADDITION,** only the responsible party is authorized to execute this form.

The project is otherwise in compliance with HOME Program and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

\_\_\_\_\_  
Name of Recipient Entity

By: \_\_\_\_\_  
Signature of Responsible Party  
(Mayor, Non-Profit, CHDO)

\_\_\_\_\_  
(Printed Name of Responsible Party)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, a notary public, personally appeared \_\_\_\_\_, and acknowledges that he/she executed the foregoing instrument.

Given under my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(seal) \_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_