

HOME PROGRAM

OWNERS'S CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE

ARKANSAS DEVELOPMENT FINANCE AUTHORITY

Certification Dates:	From: January 1,	To: December 31,
Project Name:		
Project Address:		City: Zip:
Contact Information:	Phone:	Fax:
Email:		
Project Owner		
Name of responsible party executing Certification:		
Name of person preparing certification:		

No Buildings have been placed in Service: Complete above then complete pgs 4, 5, & 6

PROJECT INFORMATION

Total # of HOME Units	
Fixed or Floating	
Total Required 50% units	
Total Required 60% units	
Current units at 50%	
Current units at 60%	
Have the utility allowances been updated in the last 12 months	
Has there been a rent increase in the last twelve months	
Is this a HOME only funded project?	
Were HOME funds committed after August 23, 2013	
Does the project have project based subsidy	

Certification and all attachments will be due by February 1st of each year.

The undersigned _____ on behalf of (Ownership Entity) hereby certifies all HOME Assisted Units comply with the HOME Program Regulations as they apply to the following:

1. The project meets the Unit designation requirements as outlined in the HOME Agreement:

Yes	No
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2. Does the project has project based rental assistance? Yes No

a. If yes, what type? Section 8	RD/USDA
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3. Project rents are within HOME Rent Limits Published by HUD (based on unit size at the time the household occupied the unit and or at annual recertification). (Rent + Utility allowance + tenant based subsidy does not exceed HOME Rent Limits)

Yes	No
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4. If there was a project rent increase in the last twelve months are the HOME rents within the rent limits published by HUD at the time of the rent increase. (Rent + Utility allowance + tenant based subsidy does not exceed HOME Rent Limits)

Yes	No
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5. The owner certifies the utility allowance has been updated in the last twelve months and have adjusted the rents as applicable to maintain compliance with the current rent limits and HOME Requirements for rent increases:

Yes	No
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If the project received a commitment of HOME funding on or after August 23, 2013 the owner certifies they have complied with the new utility allowance changes published by HUD in HOME Fire-Vol 13, No. 2, May 2, 2016. (See ADFA or HUD official website for guidance on the changes)

Yes	No	N/A
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6. The owner certifies that all households have been income certified per HOME Rule §92.203(a) (1) (i) and (a) (2) and as amended with the HOME Final effective August 23, 2013.

Yes	No
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7. The owner certifies that all tenants have executed a Lease with the owner and has a HOME Lease Addendum that outlines HOME Prohibited and Required Language for each Lease as required by §92.253 Tenant Protections and Selection.

Yes	No
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8. The owner has completed outreach and marketed the project according to the Affirmative Fair Housing Marketing Plan, (AFHMP) and has adopted and follows the projects tenant selection policies and Criteria. §92.253(d) references the affirmative marketing requirements of §92.351(a) and clarifies that owners must comply with these requirements and expressly states that owners are expected to adopt and follow tenant selection policies and criteria.

Yes	No
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9. The owner certifies that they have maintained a waiting list of all applicants and select from the waiting list according to the project’s written tenant selection procedures. Waiting lists must be maintained and made available for review upon request.

Yes	No
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10. The owner certifies that each building and all HOME-assisted units in the project are suitable for occupancy.

Yes	No
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11. The owner certifies that they have retained the HOME Program Records as outlined in the HOME Agreement and will maintain these records (5) years after the applicable Required Affordability Period.

Yes No

12. The owner certifies that they have adopted requirements as outlined by Section 8 Housing Choice Voucher (HCV) program restrictions on student participation found at 24 CFR 5.612. This Rule was effective August 23, 2013 as outlined in the HOME Final Rule.

Yes No

13. The owner certifies that they have Maintained ADFA’s tenant data reporting with any changes by the 15th of the following month of the change.

Yes No

14. The owner certifies that they uploaded all program and management documentation required and have updated them annually as required.

Yes No

15. The owner certifies that the Violence Against Women Act, (VAWA) effective on December 16, 2016 has been implemented. Internal Procedures have been established that notifies all tenants of the tenant protections and procedures that outline how management staff will enforce the VAWA. Internal Procedures and required forms have been updated and are part of the Compliance Binder and application documents. (The VAWA Final Rule and required forms have previously been posted to ADFA’s website to assist in implementation of this Act)

Yes No

16. Owners certifies that emergency transfer data requested under 24 CFR 5.2005(e) and 24 CFR 92.359, pertaining to victim of domestic, dating violence, sexual assault, or stalking, including data on the outcomes of such requests have been uploaded into ADFA’s Tenant Data Reporting System. VAWA Rule: Reporting requirements became effective May 15, 2017.

Yes No

17. Owner certifies that the project has remained compliant with all state and local codes and ordinances and has documentation of the property condition standards, where those standards can be found, and the name and contact information for the person and department responsible for enforcement of those standards.

Yes No

If you have answered NO to any of the above questions it will be necessary to provide an explanation as an attachment to this submission.

Question Number	Explanation of a response that was checked as No

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 Owner Entity

By: _____
Signature of Responsible Party for
Owner Entity

(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 acknowledge that he/she executed the foregoing instrument.

Given under my hand and seal this _____ day of _____, 20____.

(seal)

Notary Public

My commission Expires: _____

CURRENT OWNERSHIP AND MANAGEMENT INFORMATION

CURRENT OWNERSHIP	
Legal Owner Name and Taxpayer EIN:	
Owner Complete Mailing Address:	
Owner Contact Person, including phone number, email address, and fax number:	
Name of General Partner and person responsible for signing documents:	
Status of Partnership (LP, LLC, etc.):	
MANAGEMENT CONTACT INFORMATION	
Management Company Name and EIN:	
Management Company Complete Mailing Address:	
Management Company Contact Person:	
Management Company Contact Person's Phone Number	
Management Company Contact Person's email address:	
Management Company's fax number:	

Annual Document Upload List

Due February 1st

- Advertisements Completed Jan thru Dec of Certification Year
- Audited Financials
- Bank Statements for December of Certification Year
Operating Account, Reserve Account and Security Deposit
- Budgets for Upcoming Year
- Building Certifications for Certification Year-Smoke Alarms, Elevators, etc.
- Evictions for previous year
- Move Out Reason for previous year
- Property Insurance Policy – Current
- Property Paid Tax Receipt (example 2022 we should see 2020 paid receipt)
- Rent Roll (Mang. with set aside designations)
- Rent Schedules – (per bedroom/bath/set aside)
- Rent Special Notices for Certification Year
- Social Services Provided for Certification Year – (requirements in LURA)
- Utility Allowance Verification documents and Chart
- Waiting List Jan thur Dec of Certification Year