



Description of the DPA Homebuyer Assistance Program for Cleveland, Logan and Pottawatomie Counties

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 (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 areas. 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 (NHSOKLA) receives a copy of the fully executed purchase contract.

Assistance is provided in the form of a five-year forgivable second mortgage to be filed at the County Courthouse and held by the Oklahoma Housing Finance Agency (OHFA) or Neighborhood Housing Services Oklahoma (NHSOKLA). The second 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 second mortgage is 1/60th per month, beginning when OHFA submits closeout information into HUD's IDIS system. If the property is no longer your primary residence during the five-year affordability period, the full amount of DPA that was provided may be required to be paid back.

Cleveland, Logan and Pottawatomie County HOME Program:

This program serves two different areas and the buyer's household must meet the HUD's 80% Average Median Income limits. Income is calculated utilizing the HUD Part 5 calculation method. Assistance is available for Cleveland County (*excluding the City of Oklahoma City and Norman*), Logan and Pottawatomie County.

The amount of assistance will be calculated as follows: Funding amount needed for downpayment, including closing costs, after all credits toward the purchase and homebuyer required investments have been calculated.

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



80% Area Median Income Guidelines **effective 06/15/2023

Cleveland County & Logan County

Potto

Family Size	Annual Income
1	\$48,200.00
2	\$55,050.00
3	\$ 61,950.00
4	\$68,800.00
5	\$74,350.00
6	\$79,850.00
7	\$85,350.00
8	\$90,500.00

Family Size	Annual Income
1	\$40,800.00
2	\$46,600.00
3	\$52,450.00
4	\$58,250.00
5	\$62,950.00
6	\$67,600.00
7	\$72,750.00
8	\$76,900.00

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 NHSOK with a copy of the certificate.
- Must receive one on one purchase counseling with NHSOKLA’s HUD certified counselors prior to closing.
- Buyer must invest a **minimum** of 1% of sales price towards the home purchase. Cash back at closing if required investment exceeds this guideline is not allowed!
- Property must be primary residence.
- 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) Inspection conducted by a NHSOKLA Inspector. There is no fee for the inspection.
- Property cannot be located in Flood Zone
- **Costs such as loan processing fees, loan servicing fees, and/or underwriting fees must not exceed \$1,000 total.**
- Front-end (housing payment only) must be at least 15% but can’t exceed 35% and back-end (all debts combined) cannot exceed 42.99% of household monthly gross income.
- 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 with above stated ratios.
- Buyer must legally reside in the United States

Homebuyers must fall at or below the established income limits for each DPA Program. Applicants who are over the income guidelines may re-apply 6 months after the original date

of application.



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.

Submission of Application

Applicants must schedule a down payment assistance application appointment through NW Compass via NHSOKLA's website <https://nhsokla.force.com/nhsoklacft>

Down Payment Assistance Applications must be complete! Any missing information including disclosing liabilities, child support, Alimony/ Spousal support will be cause for assistance denial.

- ✓ **Incomplete Down Payment Assistance applications missing any documents listed below will not be accepted.**
- ✓ Submit 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, if available
 - Loan Estimate prepared by lender
*****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*****
- ✓ 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
Closing Disclosure signed by homebuyer(s)
Employment Verification Evidence
of Insurance

Appraisal
Flood Certification
1008/MCAW

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 expenses 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 “optout,” 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

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- 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/Pottawatomie Counties
 - 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.





NEIGHBORHOOD HOUSING SERVICES OKLAHOMA

4301 N. Classen Boulevard, Oklahoma City, OK 73118
Phone 405-231-4663 Fax 405-231-5137
nhsokla.org

Counseling Disclosure

- x Neighborhood Housing Services Oklahoma (NHSOKLA) provides the following services:
 - o Housing Counseling which includes pre-purchase and default counseling o Group education which includes Home Buyer Education
 - o Down Payment Assistance Programs which include City of Oklahoma City and Cleveland/Logan Counties and Neighborhood Stabilization Program.
 - o Affordable homes for sale and rent.

- x NHSOKLA receives monetary donations to support our mission from the following institutions:
 - o Bank of Oklahoma o Chase Bank o Bank of America o Wells Fargo Bank o Midfirst Bank

- x 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.

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- x NHSOKLA fees for service are as follows:

o Rental Application	\$30.00
o Individual Homeownership Planning Sessions	FREE
o 3UH3XUFKDVH&RXQVHOLQJ	\$
o Homebuyer Education Workshop	FREE
o eHome America (2QOLQH	\$125.00
o Homebuyer Education)	\$60.00
o Program Specific Housing Counseling	
o Foreclosure Prevention Counseling	FREE

*****Hardship waiver requests for the fees charged will be reviewed on a case by case basis*****



U.S. Department of Housing and Urban Development • Office of Healthy Homes and Lead Hazard Control

Lead



“Despite progress, lead poisoning remains one of the top childhood environmental health problems today.”

President’s Task Force on Environmental Health Risks and Safety Risks to Children

Did you know...

- Many homes built before 1978 have lead-based paint?
- 24 million homes in the United States have peeling or chipping lead-based paint or high levels of lead in dust?
- Infants, children under six, and pregnant women should have their blood tested for lead?
- In the United States, children from low-income families are eight times more likely to get lead poisoned?

What is it?

Lead is a toxic metal used in a variety of products and materials. When lead is absorbed into the body, it can cause damage to the brain and other vital organs, like the kidneys, nerves, and blood. Some symptoms of lead poisoning may include headaches, stomachaches, nausea, tiredness, and irritability. Lead can also harm children without causing any obvious symptoms.

Both inside and outside the home, deteriorated lead-paint releases its lead, which then mixes with household dust and soil. Children can become lead poisoned by putting their hands or other lead-contaminated objects into their mouths, by eating paint chips found in homes with peeling or flaking lead-based paint, and from playing in lead-contaminated soil.

continued on back



Lead

In homes built before 1978, treat peeling paint as a lead hazard unless proven otherwise.



What can you do?

1. If your home was built before 1978:

- Mop smooth floors (using a damp mop) weekly to control dust.
- Vacuum carpets and upholstery to remove dust, preferably using a vacuum with a HEPA filter or a “higher efficiency” collection bag.
- Take off shoes when entering the house.
- Pick up loose paint chips carefully with a paper towel; wipe the surface clean with a *wet* paper towel.
- Take precautions to avoid creating lead dust when remodeling, renovating, or maintaining your home.
- Have it checked for lead hazards by a lead professional (including the soil).

2. For your child:

- Frequently wash your child’s hands and toys to reduce exposure.
- Use cold tap water for drinking and cooking.
- Avoid using home remedies (such as *arzacón*, *greta*, *pay-loo-ah*, or *litargirio*) and cosmetics (such as *kohl* or *alkohl*) that contain lead.
- Have your child’s blood lead level tested at age 1 and 2. Children from 3 to 6 years of age should have their blood tested, if they have not been tested before and:
 - They live in or regularly visit a house built before 1950;
 - They live in or regularly visit a house built before 1978 with on-going or recent renovations or remodeling; or
 - They have a sibling or playmate who has or did have lead poisoning.

For more information...

Visit HUD’s website at www.hud.gov/offices/lead for more information about addressing health hazards in homes or to learn if HUD has a Healthy Homes program in your community. From HUD’s website, you can download a copy of “Help Yourself to A Healthy Home” for more practical steps you can take to make your home a lead-safe home.

Other Federal Resources

U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control
www.hud.gov/offices/lead or call (202) 755-1785

The National Lead Information Center
(800) 424-LEAD (5323)
www.epa.gov/lead/pubs/nlic.htm

Centers for Disease Control and Prevention (CDC)
www.cdc.gov/nceh/lead

Environmental Protection Agency (EPA)
www.epa.gov/lead

U.S. Department of Labor, Occupational Safety & Health Administration
www.osha.gov/SLTC/lead

U.S. Consumer Product Safety Commission (CPSC)
www.cpsc.gov or call (800) 638-2772

Dust created by opening and closing windows is a common lead hazard.



Photo by: January E. Jones, Improving Kids’ Environment