

To: Owner and Managers of HOME Program-Funded Projects  
From: Brian Carnahan, Director, Office of Program Compliance  
Re: Self-Certifications for HOME Program-funded Projects  
Date: September 14, 2012

The HOME Program requires a full, third-party verified, certification of income and assets at move-in and every 6th year (i.e., for each resident at move-in, then year 6, year 12, and so forth). During the interim years (years 2-5), only a “self-certification” of income and assets is required. When completing the self-certification, the Ohio Housing Finance Agency (OHFA) Sworn Income and Asset Statement, or similar form, may be used to gather information to prepare the self-certification. The self-certification of income should then be completed using the OHFA Tenant Income Certification included in the Compliance Tool. Because resident data for the tax credit program must be reported annually to HUD, OHFA strongly suggests using the Compliance Tool TIC to ensure all relevant data is reported.

HOME Program interim year certifications must be completed using the OHFA TIC for all certifications effective **11/16/2012** or later. The certification requirements apply to properties with HOME Program funds from OHFA. Some properties may have HOME assistance from a City or County Participating Jurisdiction. If this is the case, please contact the HOME administrator responsible for those funds for guidance on recertifications.

Please contact the Compliance Analyst assigned to your projects with any questions regarding this guidance. Compliance Analyst contact information can be found <http://www.ohiohome.org/compliance/contact.aspx>.

Eff. 11-16-2012