

**OKLAHOMA HOUSING FINANCE AGENCY
RICHARD S. LILLARD EMERGENCY HOUSING ASSISTANCE FUND**

PROGRAM GUIDELINES

\$500,000 per fiscal year will be available. No additional funds will be available within a fiscal year after the \$500,000 has been exhausted.

Funds will be available for an Oklahoma disaster receiving a federal declaration or a disaster declared a state of emergency by the Governor of Oklahoma where a minimum of 25 families are impacted. OHFA reserves the right to waive the minimum impact requirement.

Funds may only be used in Oklahoma.

Funds will only be disbursed in the fiscal year in which a disaster occurred.

Applicants must apply for funds within 60 days of the disaster.

An eligible family may receive up to \$1,500 per fiscal year for assistance with paying one month's rent, security (rent) deposit, utility deposit(s), and/or hotel accommodations.

Funds will be disbursed directly to the housing or utility provider. Funds may not be "banked" for later use.

Disbursed funds are considered a grant and will not be required to be repaid to OHFA unless funds were disbursed as a result of a fraudulent claim.

ELIGIBILITY AND PROGRAM REQUIREMENTS

1. Eligibility is limited to the head of household (HOH) and spouse
2. Must have been displaced (home not habitable)
3. Must have a referral from the American Red Cross certifying the damaged home is in a declared disaster area and the home was occupied by the applicant at the time of the disaster
4. Must have a FEMA number for a federal declaration
5. Must provide a SSN or INS (Immigration and Naturalization Service) number for each adult household member
6. Must provide a photo ID for each adult household member
7. Must provide an executed copy of a lease in the name of the HOH or spouse, which shows the contract rent and security (rent) deposit amount, if requesting funds for payment of one month's rent or security (rent) deposit; Landlord will be required to complete a W-9 form
8. Must provide an executed copy of a lease in the name of the HOH or spouse which shows the utilities to be provided by the family, if requesting funds for payment of utility

deposits; Must provide name, address, phone number, and account number for each utility provider; Utility must be in the name of the HOH or spouse

9. Must provide the name, address, and phone number of the hotel and a hotel confirmation number, if requesting funds for payment of hotel accommodations; Hotel reservation must be in the name of the HOH or spouse; Hotel establishment will be required to complete a W-9 form; OHFA will pay up to \$125/night (excluding tax) for hotel accommodations
10. Family may qualify for any or all of the above assistance up to the maximum grant amount