

ROC Program Setup and Completion Report

Setup
 Completion



Check the appropriate box: <input type="checkbox"/> Original Submission <input type="checkbox"/> Revision	Name and Phone Number of Person Completing Form:
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General Information Contract #:

1. Name of Service Provider:	2. County Code:	3. ROC PROGRAM Caset #
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Project Information

1. Activity Type (check one): [1] <input type="checkbox"/> Acquisition, Rehab and Resale			
2. Name (homebuyer):		3. Street Address:	
4. City:	State:	5. Zip Code:	6. Estimated ROC PROGRAM Unit(s):
7. Name of Owner <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> N/A		8. Owner/Developer Name (if applicable, company name)	
9. Mailing Address of Owner:	9a. City	9b. State	9c. Zip Code
10. Property Type (check one): (1) <input type="checkbox"/> 1-4 Single family (2) <input type="checkbox"/> Apartment (2) <input type="checkbox"/> Manufactured Home		11. Purchase Price:	12. Pre-Purchase Appraised Value:
13. Environmental Assessment Code: A-Exempt <input type="checkbox"/> C-Completed <input type="checkbox"/> D-Underway <input type="checkbox"/>		14. 504 Accessible <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Region Served: <input type="checkbox"/> Colonias <input type="checkbox"/> Tribal <input type="checkbox"/> Other		16. Green Building Measures Final Evaluation	

At setup, ESTIMATED Total Project Costs
 (ROC PROGRAM Funds (including Program Income))

At completion, ACTUAL Activity Costs

(1) Financing (total = a + b + c + d)	Closing Date:	\$
(a) 1 st Mortgage	\$	\$
(b) Down Payment Assistance (non ROC PROGRAM 1 st mortgage)	\$	\$
(c) Soft Costs (closing costs, etc.)	\$	\$
(d) Rehabilitation Costs (hard costs)	\$	\$
(2) Acquisition/Rehab (total = a + b + c)	\$	\$
(a) Mortgage (acquire property)	\$	\$
(b) Soft Costs	\$	\$
(c) Rehabilitation Costs (hard costs)	\$	\$
(3) Housing Counseling	\$	\$
(4) Project Management	\$	\$
(5) Total ROC PROGRAM Funds (1 + 2 + 3 + 4)	\$	\$
(6) Leverage Funds (Type:)	\$0	\$
(7) Total funds for Project (5 + 6)	\$	\$

MFA Approval	Date
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FOR SINGLE FAMILY PROJECTS:

Household Characteristics (refer to codes BELOW where applicable)

# of Bdrms	Occupant	% Med	Hispanic? Y/N	Race	Size	Type	Assistance type	Female Head Household? Y/N	Is Head Disabled? Y/N

Homebuyer Counseling (check one): (1) Pre-counseling (2) Post-counseling (3) Both

of Bdrms
 0 – SRO/Efficiency
 1 – 1 bedroom
 2 – 2 bedrooms
 3 – 3 bedrooms
 4 – 4 bedrooms
 5 – 5 or more bedrooms

Occupant
 1 – Tenant
 2 – Owner
 9 – Vacant unit

Household % of Med
 1 – 0 to 50%
 2 – 50+ to 80%
 3 – 81 + to 120%

Household Race
 11 – White
 12 – Black or African American
 13 – Asian
 14 – American Indian or Alaska Native
 15 – Native Hawaiian or Other Pacific Islander
 16 – American Indian or Alaska Native & White
 17 – Asian & White
 18 – Black or African American & White
 19 – American Indian or Alaska Native & Black or African American
 20 – Other Multi Racial

Household Size
 1 – 1 person
 2 – 2 persons
 3 – 3 persons
 4 – 4 persons
 5 – 5 persons
 6 – 6 persons
 7 – 7 persons
 8 – 8 or more persons

Household Type
 1 – Single, non-elderly
 2 – Elderly
 3 – Single parent
 4 – Two parents
 5 – Other

Assistance Type
 1 – Section 8
 2 – HOME TBRA
 3 – Other federal, state or local assistance
 4 – No assistance

Instructions for completing the ROC Setup and Completion form. Read the instructions for each item carefully before completing the form.

Mark box if SETUP or COMPLETION

Check the appropriate box for submission type

Name and Phone Number of Person Completing the Form: enter the name and phone number, including area code, of the person to contact for further information regarding this report form.

CONTRACT #: Not applicable.

GENERAL INFORMATION

1. **Name of Sub-grantee:** enter the name of service provider
2. **County Code:** enter the number for the county in which the activity occurs
3. **ROC Case #:** Case # assigned in MFA's ROC Program software

PROJECT INFORMATION

1. **Activity Type:** [1] Acquisition [2] Rehabilitation [3] Resale: Choose one.
2. **Name:** enter the ROC program homebuyer's name.
3. **Street Address:** enter the address (or if no unique street address, the unit number) of the ROC-assisted property
4. **City:** enter the city where the ROC-assisted property is located
5. **Zip Code:** enter the zip code where the ROC-assisted property is located
6. **Estimated ROC Units:** enter the estimated number of units (upon completion) that will receive ROC assistance. If a *single* home, the ROC units must be 1.
7. **Name of Owner:** mark the block corresponding to the correct designation. If a company, mark N/A.
8. Enter the **Name of the Owner**
9. **Mailing Address of the Owner:** enter the mailing address of the owner contact
- 9a. **City:** enter the city for the owner's mailing address
- 9b. **State:** enter the state for the owner's mailing address
- 9c. **Zip Code:** enter the zip code for the owner's mailing address
10. **Property Type:** check one box to indicate the type of property assisted:
 - (1) 1-4 single family
 - (2) Apartment
 - (3) Manufactured home
11. **Purchase Price:** enter the price paid by the homebuyer for the property as evidenced on the deed
12. **Appraised Value:** enter the value from the appraisal performed before the purchase of the property
13. **Environmental Assessment Code:** A-Exempt
14. **504-Accessible Unit:** no
15. **Region Served:** mark colonias, tribal or other
16. **Initial evaluation of green building measures, Completed evaluation of green building measures** on the property after the completion of rehabilitation

AT SETUP, ESTIMATED ACTIVITY COSTS, AT COMPLETION ACTUAL ACTIVITY COSTS

Following the directions above, enter the amounts of ROC funds for:

- (1) **Financing (total=a+b+c+d): this is the total for all financing funding. Enter the proposed closing date. (Not Applicable)**
 - (a) 1st Mortgage: enter the amount of the first mortgage
 - (b) Down Payment Assistance: This only occurs with a non-ROC first mortgage; enter the amount of the down payment assistance
 - (c) Soft Costs: enter the amount of closing costs and other "soft" expenses relating to the property, such as appraisals, green building measures, utilities, etc.
 - (d) Rehabilitation Costs: enter the amount of "hard" costs for the rehabilitation of the property; ROC funds used for rehabilitation CANNOT BE MORE THAN \$65,000 (PENDING UPDATED LANGUAGE FOR EXCEPTIONS)
- (2) **Acquisition/Rehab (total=a+b+c): this is the total for all acq./rehab funding.**
 - (a) Mortgage (acquire property): enter the amount of the mortgage
 - (b) Soft Costs: enter the amount of closing costs and other "soft" expenses relating to the property
 - (c) Rehabilitation Costs: enter the amount of "hard" costs for the rehabilitation of the property. ; ROC funds used for rehabilitation CANNOT BE MORE THAN \$65,000 (PENDING UPDATED LANGUAGE FOR EXCEPTIONS)
- (3) **Housing Counseling:** enter amount to be spent on housing counseling (Not Applicable)
- (4) **Project Management:** enter the amount to be spent on project management;
 - Rural Projects – 15% of Total Project Cost, not to exceed \$25,000.
 - Urban Projects – 10% of Total Project Cost, not to exceed \$15,000.
- (5) **TOTAL ROC FUNDS:** this is the total of the amounts in items 1, 2, 3, and 4
- (6) **Leverage Funds:** enter the amount of other funding used on this property and the type of funds, such as HOME, CDGB or RD (Not Applicable)
- (7) **TOTAL FUNDS:** this is the total of the amounts in items 5 and 6.

FOR SINGLE FAMILY PROJECTS RESALE, start with Occupant space

Household Characteristics: (Refer to listed codes where applicable.) Complete one line for the unit to be occupied by an owner, OR ONE LINE PER UNIT IN THE RENTAL PROJECT.

of Bedrooms: Enter **0** for a single room occupancy (SRO) unit or for an efficiency unit, **1** for 1 bedroom, **2** for 2 bedrooms, **3** for 3 bedrooms, **4** for 4 bedrooms, and **5** for 5 or more bedrooms.

Occupant: enter code of **1** for tenant (rental), **2** for owner (single family) and **9** for vacant.

% Median: For each occupied residential unit, enter one code only based on the following definitions:

1. **0-50** percent of area median means a household whose adjusted income is at or below 50 percent of the median family income for the area.
2. **51-80** percent of area median means a household whose adjusted income exceeds 50 percent and does not exceed 80 percent of the median family income for the area.
3. **80-120** percent of area median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the area.

Hispanic Y/N: for each occupied residential unit, enter the ethnicity for the head of household as either **Y** for Hispanic or Latino or **N** for not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Race: for each occupied residential unit, enter one code only for the head of the household based on the following definitions:

11. **White:** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
12. **Black or African American:** a person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
13. **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
14. **American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.
15. **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
16. **American Indian or Alaska Native & White:** a person having these multiple race heritages as defined above.
17. **Asian & White:** a person having these multiple race heritages as defined above.
18. **Black or African American & White:** a person having these multiple race heritages as defined above.
19. **American Indian or Alaska Native & Black or African American:** a person having these multiple race heritages as defined above.
20. **Other Multi Racial:** for reporting individual responses that are not included in any of the other categories listed above.

Size: enter the appropriate number of persons in the household: **1, 2, 3, 4, 5, 6, 7, or 8** or more persons (for households of more than 8 enter **8**).

Type: for each occupied unit, enter one code only based on the following definitions:

1. **Single/Non-Elderly:** one-person household in which the person is not elderly.
2. **Elderly:** one or two-person household with a person at least 62 years of age.
3. **Related/Single Parent:** a single parent household with a dependent child or children (18 years old or younger).
4. **Related/Two Parent:** a two-parent household with a dependent child or children (18 years old or younger).
5. **Other:** any household not included in the above four definitions, including two or more unrelated individuals.

Female Head of Household? If the head of the household is female enter **Y**, otherwise enter **N**.

Is Head Disabled? If the head of the household is disabled, enter **Y**, otherwise enter **N**.