

2014 Entry Form
(Complete one for each entry.)

Fill out the entry name *exactly* as you want it listed in the program.

Entry Name _____

HFA _____

Submission Contact _____

Phone _____ **Email** _____

Qualified Entries must be received by **Tuesday, July 1, 2014.**

For more information about Qualified Entries, [click here to access the 2014 Entry Rules.](#)

Use this header on the upper right corner of each page.

HFA _____

Entry Name _____

Communications	Homeownership	Rental Housing	Special Needs Housing
<input type="checkbox"/> Annual Report <input type="checkbox"/> Promotional Materials and Newsletters <input type="checkbox"/> Creative Media	<input type="checkbox"/> Empowering New Buyers <input type="checkbox"/> Home Improvement and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Multifamily Management <input type="checkbox"/> Preservation and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Combating Homelessness <input type="checkbox"/> Housing for Persons with Special Needs
Legislative Advocacy	Management Innovation	Special Achievement	Are you providing visual aids?
<input type="checkbox"/> State Advocacy <input type="checkbox"/> Federal Advocacy	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input type="checkbox"/> Operations <input type="checkbox"/> Technology	<input type="checkbox"/> Special Achievement	<input type="checkbox"/> YES <input type="checkbox"/> NO

2014 NCSHA Annual Awards for Program Excellence
Oklahoma Housing Finance Agency
Creative Media
OHFANET (Agency Intranet)

For more than 10 years, Oklahoma Housing Finance Agency has offered an intranet called OHFANET as a resource to its 115 employees. The most recent version was designed as an internal static website that featured an alphabetical directory of links to forms, important documents (Ex. strategic plan and employee handbook), calendar dates (Ex. holidays and board meetings), and information about employee benefits (Ex. tuition reimbursement program).

While the antiquated website did not have analytics, internal surveys revealed that employees rarely visited OHFANET and primarily only accessed it when they needed to access a form. Employees also shared that since the new content was not regularly added to the site, they saw no need to visit it regularly. For years OHFA's Communications Team desired to redesign the intranet to make it a more useful, interactive and content rich website but cost was a barrier as solutions like Microsoft Sharepoint exceeded OHFA's financial resources.

However, with the availability of the free Wordpress platform, the Communication Team found an opportunity to redesign OHFANET to better serve the agency and its employees at a minimal cost. Using the Wordpress content management system would also make it possible to create an intranet that employees could access securely from home or outside of the office and to give publishing rights to certain employees outside of the Communications Team.

The goal of redesigning OHFANET was to create a more useful and robust intranet for OHFA employees and to create new opportunities for employees to share information. Before starting the redesign process, a survey was emailed to employees to determine their current usage of the site and to determine the types of features they would find useful in the new site. The Communications Team also performed online research to learn industry best practices regarding intranets and how internal wikis can be used as a knowledge sharing tool.

The utilization of the Wordpress platform for the redesign kept costs extremely low. A Wordpress plugin called SimpleIntranet (\$295) was purchased that contained many built-in features such as an employee directory, events calendar, organizational chart, upcoming birthdays display, and a wiki. A Wordpress website template (\$35) was purchased so the creation of a custom website would not be necessary. Besides staff time, the only other additional expense was the \$100 paid to a developer to fix an error with the drop-down menus for a total out-of-pocket expense of \$430.

The new intranet allows employees to quickly find recently posted information on the home page which contains a variety of thumbnails and article headlines. New features were added to allow employees to comment on and rate articles, to sign-up and receive reminders for events, to add items to the classifieds section, and to create wikis. With a wiki, all employees in the agency can share information on the intranet that other employees can easily find by using the search button or by browsing certain categories. Since other employees can add to or edit any wiki post, the result is more useful and accurate information.

To ensure the new OHFANET became the go-to source for agency-related information, agency

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articles and announcements that previously appeared in the employee newsletter started being posted exclusively to the intranet and management was encouraged to disseminate certain types of information via the intranet instead of email. This also had the side benefit of decreasing the email volume within the agency. To remind employees of the wealth of information found on the intranet, the Communications Team sends weekly content summaries to drive traffic to the website.

The addition of more resources and fresh content to OHFANET has resulted in increased usage by employees. The weekly summaries of new content have also been effective in driving traffic to OHFANET. Google Analytics show that traffic spikes on the days the emails are sent and that the number of visits averages to 358 per month. Google Analytics also calculates that the average visit duration is five minutes and nine seconds. The newly designed OHFANET launched July 2013 and since then more than 80 new articles have been published on the intranet to date, averaging 10 new articles each month. Human Resources has been especially helpful in adding regular content useful to employees.

Placing the majority of agency-related information all in one place on OHFANET has made it easy for employees to find information quickly without having to sort through massive amounts of emails. While the previous intranet was just a static website, the new OHFANET features many new opportunities for employees to search the site and interact with the site and with each other.

HFAs with a need to communicate to employees via a cost-effective intranet solution could easily replicate a site like OHFANET to fit their particular needs.



What is OHFANET?

OHFANET is a place "Where Employees Get Answers."

OHFANET is an internal website exclusively for agency employees. It provides easy-to-find information on topics from A - Z.

What is new in OHFANET?

- Updated Balanced Score Card and strategic plans
- "All RITEE Then" Core Values Video

Alphabetical Listing of Resources:

- A
- B
- C
- D
- E
- F
- H
- I
- L
- M
- N
- O
- P
- R
- S
- T

A

[All-agency Meeting Dates](#)



B

[Balanced Score Card/OHFA Vision, Mission, Core Values and 2011-2014 Strategic Plans](#)

[Board of Trustees Members](#)

[Board of Trustees Meeting Dates](#)

[Business Continuity Disaster Plan](#)



C

[Compressed Work Week Schedules](#)

[Conference Calling](#)

[CPR-certified Staff Members](#)

[Conference Rooms](#)

[Carnival](#)

D

[Disaster Plan](#)

[Disposition Schedules](#)

E

[Email](#)
[Instructions for Accessing Email Outside of the Agency](#)

[Employee Handbook](#)

[Employee Job Descriptions](#)

[Employee Photo Board and Phone Extensions](#)

[Expense Watch Training Video](#)

F

Forms

[AFLAC](#)

[Asset Control Form](#)

[Check Request](#)

[Compressed Work Schedule Request](#)

[Credit Charge Request](#)

[Direct Deposit Form for Payroll](#)



F

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- [AFLAC](#)
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- [Compressed Work Schedule Request](#)
- [Credit Charge Request](#)
- [Direct Deposit Form for Payroll](#)
- [Direct Deposit Form for Reimbursements](#)
- [Employee Performance Evaluation Forms](#)
- [Flexible Work Schedule Request](#)
- [Hartford](#)
- [ICMA](#)
- [OPERS](#)
- [OSEEGIB Health Choice Out of Network Claim](#)
- [OSEEGIB Life Insurance Beneficiary](#)
- [Personnel Requisition](#)
- [Prudential Beneficiary](#)
- [Tuition Assistance](#)
- [Training Evaluation](#)
- [Travel/Training Request](#)
- [Travel/Expense Reimbursement](#)
- [Travel/Expense Reimbursement for Field Agents](#)





Save the Date
Santa's Sleigh Annual
Golf Tournament



Thursday, July 17
8:00 a.m

Announcements/Events What you need to know



Dates of 2015 Holidays



All-Agency Meeting & Awards Luncheon - June 5
May 29, 2014 | 0 Comments



Have an Idea or Suggestion to Improve OHFA?
May 29, 2014 | 3 Comments



Jeans Days Run From June 1 to July 17
May 28, 2014 | 0 Comments



July Calendar for Self-Directed Strength Training Using Exercise Bands
May 28, 2014 | 0 Comments

Calendar

Independence Day / Office Closed

July 4

Board of Trustees Meeting

July 16 @ 10:00 am - 12:00 pm

Labor Day / Office Closed

September 1

September All-agency Meeting

September 4 @ 8:30 am - 11:30 am

Board of Trustees Meeting

September 24 @ 10:00 am - 12:00 pm

View All Events

Upcoming Birthdays

Debbie Mauldin
Tuesday, July 08

Emily Anderson
Tuesday, July 08

David Young
Tuesday, July 08

Linda Bryant
Wednesday, July 09

Tips/Resources Helpful stuff to know



Prevent Fireworks-Related Injuries With These Safety Tips



10 Most Beautiful Places in Oklahoma to Visit
June 20, 2014 | 0 Comments



How to Access Your Email, Timesheet, and Voicemail When Outside of the Agency
June 17, 2014 | 0 Comments



How to Call Help Desk From Outside the Agency
April 1, 2014 | 0 Comments



Frontier City & White Water Bay Discount Tickets
March 28, 2014 | 0 Comments

Staff Favorites



How to Access Your Email, Timesheet, and Voicemail When Outside of the Agency



Have an Idea or Suggestion to Improve OHFA?
May 29, 2014 | 3 Comments



Security Reminder Regarding OHFANET
January 28, 2014 | 0 Comments



Sign-up for 2014 Jeans Days
December 2, 2013 | 0 Comments



OHFANET Classifieds Now Available
November 15, 2013 | 0 Comments



Sherrie Stevenson
Wednesday, July 09



Alicia Thomas
Saturday, July 12



Tony Aco
Sunday, July 13



Lyawanna King-Dawan
Tuesday, July 15



Jamie Carlstrom
Tuesday, July 15



Alexia Jones
Tuesday, July 15



Nelson Morgan
Thursday, July 17



Elizabeth Cunningham
Tuesday, July 22



Robert Stone
Wednesday, July 23

Categories

[Announcements/Events](#)

[Staff Favorites](#)

[Tips/Resources](#)

[Uncategorized](#)

Recent Comments

Holley Mangham on Renee Price

Candice on Congratulations to Candice Sellers

Diana Rogers Jaeger on Free Things To Do – November and December

Christina Christenson on Congratulations to Candice Sellers

Elise Stone on Avoid the Rush – Get Your Flu Shot Now

Archives

Select Month

Meta

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[Comments RSS](#)

[WordPress.org](#)



Save the Date Santa's Sleigh Annual Golf Tournament



Thursday, July 17
8:00 a.m

[Home](#) / [Wiki](#)

What Happens If My Flex Day Falls on a Holiday?

If you flex day is on a Friday, your flex day is then moved to the day before the holiday. If you flex day is on a Monday, your flex day is then moved to the ...

June 20, 2014 |

Extended Lunch Period to Attend Festival of the Arts

An OHFA tradition - Every Spring employees are allowed to take a two hour lunch period to attend the Oklahoma City Festival of the Arts located in ...

June 20, 2014 |

Timesheet Exception Reporting

submitted by Kurt Fite Each day that has exception time (vacation, sick, comp off, comp earned, overtime, or excused other) MUST have a note that lists BOTH ...

April 22, 2014 |

Accessing Timesheet from Outside the Agency

A special link is required to access the timesheet system externally. Follow this link then complete the prompts. ...

October 10, 2013 |

Thanksgiving Employees who are scheduled and working on the day before Thanksgiving will be allowed to arrive two hours later than the beginning of ...

June 20, 2014 |

How to Access External Email When Outside of the Agency

To access your email within Outlook when outside of the agency, visit the following link <http://mail.ohfa.org/exchange> and log-in with your same network ...

June 16, 2014 |

Administration Team Scanning Instructions Using the Copier

Use the scanner closest to the Intern's desk: 1) Insert the document you want to scan in the feeder (if scanning a photo, place on glass) 2) Enter Admin ...

December 3, 2013 |

Fun Committee

The Fun Committee consists of a group of employees who come together to discuss fun ideas for the agency. If you would like to join, please contact RaShonda ...

August 23, 2013 |

Calendar

Independence Day / Office Closed

July 4

Board of Trustees Meeting

July 16 @ 10:00 am - 12:00 pm

Labor Day / Office Closed

September 1

September All-agency Meeting

September 4 @ 8:30 am - 11:30 am

Board of Trustees Meeting

September 24 @ 10:00 am - 12:00 pm

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Upcoming Birthdays



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Wednesday, July 09

Sign-up for 2014 Jeans Days

Posted on December 2, 2013 by Diana Rogers Jaeger in HR, Staff Favorites with 0 Comments | Edit



Want to wear jeans to work 73 times next year? There are two ways to make it happen!

You can either choose:

Option 1) Make a one-time donation of **\$65**. Write one check for \$45 payable to Santa's Sleigh, Inc., and write a second check for \$20 payable to United Way. Cash is also accepted. Fill out this [OneTime Donation Form](#) and turn it in to Nathan Broyles or Pam Miller by **December 12**.

OR

Option 2) Authorize a payroll deduction of \$2.50 per pay period for a total of **\$65**. Fill out this [Payroll Deduction Form](#) turn it in to Nathan Broyles or Pam Miller by **December 12**.

If you miss the deadline, you will not be able to sign up for payroll deductions.

You also have the option to pay as you go at \$2 a day. [View the 2014 Jean's Day Calendar](#)

Questions? Contact Nathan ext. 102 or Pam ext. 134.



Tagged [Jeans Day](#)

4 thoughts on "United Way Football Kickoff Tailgate Party, August 28"



Chiffon Adams August 21, 2013 at 9:46 am

Sounds fun!



[Edit](#)



Margaret McNew August 21, 2013 at 2:13 pm

Can't wait!



[Edit](#)



Robert Stone August 21, 2013 at 3:45 pm

Happy Birthday Deborah!



[Edit](#)



Emmy Hise August 29, 2013 at 7:45 am

Everything was awesome!!



[Edit](#)