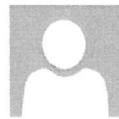


Single-Family Rehabilitation Loan Pool Portal



Who Should Be Logging In?

- The Portal is replacing the workbooks fully + payments + closings + file related messaging. Staff that should be informed about any part of this process will want a login.
- Messages come to everyone with a login by default.
- Normal website: <https://www.nchfa.org/LPPortal>
- Usernames and Passwords will be emailed to you.
- We won't know your password, but can reset it.



Tue 4/26/2016 1:54 PM

donotreply@nchfa.com

Account Information for NCHFA Online Portal

To Josh Burton

 We removed extra line breaks from this message.

Welcome to the NCHFA Online Portal. An administrator has created a user account to allow you to access the system.

Username: jdburton

Password: X3MVST

What tools do you need to use the portal?

- An internet-connected computer with an up-to-date internet browser.
- Adobe Acrobat Reader (or another PDF reader that will allow you to mark a PDF) – This is the free PDF reader loaded on many computers by default.
- Key Websites Used:
 - <https://www.nchfa.org/LPPortal>
 - <http://fris.nc.gov/fris/Home.aspx?ST=NC>
 - <http://nepassisttool.epa.gov/nepassist/nepamap.aspx>
 - <http://gis.ncdcr.gov/hpoweb>



NCHFA|Online

SIGN IN

Username:

Password:

☐ Keep me logged in

[Forgot Password?](#)

[Forgot Username?](#)

Log In

Login with Your Username & Password

NCHFA Online provides partners and individuals access to programs offered by the North Carolina Housing Finance Agency, including the N.C. Foreclosure Prevention Fund and various Loan Pool Programs.

You must have a valid login to access these services.

If you are a homeowner interested in the N.C. Foreclosure Prevention Fund, please visit the N.C. Foreclosure Prevention Fund website for information on how to apply.

NORTH CAROLINA
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NC
*Foreclosure
Prevention*
FUND

NCHFA Online

TO FURTHER ACCESS NCHFA ONLINE, PLEASE READ AND ACCEPT THE TERMS OF USE.

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Accept

Decline

Read &
Accept

Update Your Account Information
and select project name

NCHFAOnline

dschrute ▼

My Account

Change Password

Home

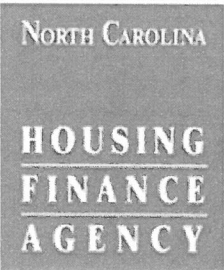
Log Out

Enter the Portal Here

System List

SYSTEMS LIST

Loan Pool Portal



Loan Pool Portal

Start a New Reservation and see Active units

Awaiting Action Worklist

Announcements

Show 1 ▾ entries

Welcome Loan Pool Portal Pilot Users

Thank you very much for your help.

Until all of the portal features are added, you will need to closely work with Deborah Hamilton on the submission of documents and scheduling closings and

Inbox

No unread messages right now...

Messages About Your Org's Files

Important Dates

Coming Soon!

Change Your Message
Subscriptions

Loan Pool Portal Units



Dwight Schrute 

NCHFA Online
Subscriptions
Log Out

NORTH CAROLINA

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Loan Pool Portal

Announcements

Inbox

Important Dates

Subscriptions (Active Projects)

9203887 (CPLP 2016)

Unit 001 ☒
Bruce Banner

Click here to change
subscriptions. Green
check = Subscribed

9203888 (SHLP 2016)

No units exist for this project.





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Loan Pool Portal

Announcements
will appear in
the bottom left
of the screen.
Click on them to
enlarge and
read the
announcement.

Announcements

No announcements right now...

Inbox

No unread messages right now...

Important Dates

Coming Soon!



Announcements

Show 1 entries

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is May 18th.

The last day to use the workbooks for underwriting package submissions is June 1st.

Please watch the announcements for any enhancements added to the portal over «click for more»

Showing 1 to 1 of 1 entries

Previous Next

Inbox

Show 1 entries

Child Support for McFly

Please include documentation of child support received for Marlene McFly.

— Josh Burton
4/27/16 11:38 AM

Showing 1 to 1 of 3 entries

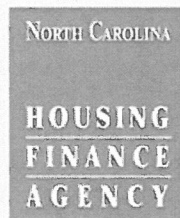
Previous Next

Messages regarding files will appear under box. These will include messages about the status of approvals, pended items, or general questions about the file.





Awaiting Reservation Submission 1
Awaiting UW Package Submission 1
Awaiting Closing Date Selection 0



Loan Pool Portal

All files Awaiting Action
Will Appear in Your Work
List

Announcements

Show 1 entries

Welcome to the Loan Pool Portal

The last day to use the workbooks for new reservations is May 18th.

The last day to use the workbooks for underwriting package submissions is June 1st.

Please watch the announcements for any enhancements added to the portal over «click for more»

Inbox

Show 1 entries

Reservation Accepted

Your reservation has been accepted. The next step is to complete and submit the Underwriting package for review.

— Josh Burton
4/27/16 12:07 PM

Showing 1 to 1 of 3 entries

Previous

Next

Important Dates

Coming Soon!



Active Units
New Reservation

NORTH CAROLINA

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AGENCY

Loan Pool Portal

Click Units to EITHER start
a New Reservation or see a
list of all active files



Active Units

Show 10 entries

Search:

Project Number	Agency Project Number	First Name	Last Name	Property Address	City	County	Loan Status	Program
SFRLP1607	9205601-001	John	Smith	3508 Bush Street	Raleigh	Wake	Pending Setup	SFRLP

Showing 1 to 1 of 1 entries

Previous 1 Next



New Reservation

New Reservation

Program *	SFRLP	▼
Program Cycle *	2016	▼
Project *	Piedmont Triad Regional Council - D	▼
Borrower First Name *	John	
Borrower Middle Name		
Borrower Last Name *	Smith	
Borrower Name Suffix	Select...	▼
Property Address *	3508 Bush Street	
Property Address 2		
Property City *	Raleigh	
Property State *	NC	▼
Property Zip *	27609	
Property County *	Wake	▼

Next Cancel

Select the Program and Program Cycle

Select Project will have a dropdown list only if you have been approved for more than one project

Enter all required fields *

Click Next

You access is based on the projects you have been approved

New Reservation

New Single Family Rehabilitation Loan Pool Reservation

Requested Amount *	<input type="text" value="0.00"/>
Contingency Amount *	<input type="text" value="0.00"/>
Loan Amount *	<input type="text" value="0.00"/>

Enter the Requested Loan Amount. Amount will be corrected if over the maximum. Contingency Amount and Term in Months will be added automatically.

Select Save

This is the reserved amount and can be changed later in the Settlement Data Sheet



- Menu
- Dashboard
 - Borrower 9
 - Co-Borrower ?
 - Property 4
 - Household 7
 - Environmental Screening 1
 - Post-Rehab Value 2
 - Funding 1
 - Closing Attorney
 - Closing Location
 - Settlement Data Sheet
 - Invoices
 - Requisitions
 - Documents 3
 - Unit Completion

Dashboard

Loan Status

Pending Setup

General

Loan Amount	\$25,000
Assigned Contact	Eric Evans

Important Dates

Date Reserved	--
Date Approved	--
Anticipated Closing Date	--

Dashboard Updates as
File Progresses Forward

of REQUIRED remaining
fields to complete. Hover
over the number to see
what fields are required.

Work from top down



Menu

Dashboard

Borrower9

Co-Borrower?

Property4

Household7

Environmental Screening1

Post-Rehab Value2

Funding1

Closing Attorney

Closing Location

Settlement Data Sheet

Invoices

Requisitions

Documents3

Unit Completion

Borrower

Borrower Information

First NameJohn

Middle Name--

Last NameSmith

Name Suffix--

Date of Birth--

Gender--

Ethnicity--

SSN--

Marital Status--

Email--

Phone #--

Phone Type--

Alt Phone #--

Alt Phone Type--

Current Mailing Address

Address--

Address 2--

City--

State--

Zip--

Click on the blue edit box to enter information

- Dashboard
- Borrower** 9
- Co-Borrower ?
- Property 4
- Household 7
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 3
- Unit Completion
- Messages

First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
Name Suffix	<input type="text" value="Select..."/>
Date of Birth	<input type="text" value="01/01/1950"/>
Gender	<input type="text" value="Male"/>
Ethnicity	<input type="text" value="Nonhispanic"/>
SSN	<input type="text" value="987-65-4321"/>
Marital Status	<input type="text" value="Widowed"/>
Email	<input type="text"/>
Phone #	<input type="text" value="(919) 877-5630"/>
Phone Type	<input type="text" value="Home"/>
Alt Phone #	<input type="text"/>
Alt Phone Type	<input type="text" value="Select..."/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
















Complete every field
with a red asterisk

Notice the dropdown
boxes

Select Save



Menu

-  Dashboard
-  Borrower 4
-  Co-Borrower ?
-  Property 4
-  Household 7
-  Environmental Screening 1
-  Post-Rehab Value 2
-  Funding 1
-  Closing Attorney
-  Closing Location
-  Settlement Data Sheet
-  Invoices
-  Requisitions
-  Documents 3
-  Unit Completion

Current Borrower Mailing Address

☐ Use Property Address

Address * PO Box 123

Address 2

City * Raleigh
















State * North Carolina 

Zip * 27609

If no PO Box, select
Use Property Address

Select Save



Menu	
 Dashboard	<input checked="" type="checkbox"/>
 Borrower	<input checked="" type="checkbox"/>
 Co-Borrower	<input type="checkbox"/>
 Property	<input type="checkbox"/>
 Household	<input type="checkbox"/>
 Environmental Screening	<input type="checkbox"/>
 Post-Rehab Value	<input type="checkbox"/>
 Funding	<input type="checkbox"/>
 Closing Attorney	<input type="checkbox"/>
 Closing Location	<input type="checkbox"/>
 Settlement Data Sheet	<input type="checkbox"/>
 Invoices	<input type="checkbox"/>
 Requisitions	<input type="checkbox"/>
 Documents	<input type="checkbox"/>
 Unit Completion	<input type="checkbox"/>

Dashboard

Loan Status

Pending Setup

General

Loan Amount	\$25,000
Assigned Contact	Eric Evans

Important Dates

Date Reserved	--
Date Approved	--
Anticipated Closing Date	--

Checkmark means
complete

Enter Co-Borrower if
applicable

Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property ✓**
- Household 7
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 3
- Unit Completion
- Messages

Property

Address

Address 3508 Bush Street
Address 2 --
City Raleigh
State NC
Zip 28609
County Wake



If the location on the map is not correct, please adjust it in edit mode.

Not necessary to adjust map

Property Information

Year Built 1976
of Bedrooms 3
of Baths 2 Baths
Unit Size (SF) 1,150
Dwelling Type Single Family Detached

Update Property Information and select Save

Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household**
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents
- Unit Completion
- Messages

Household

Residents

Household

Household Racial Identity

Black/African American

Household Type

Elderly

Household Size

1

Household Income

\$11,000

Member of Household Disabled

Yes

Conflict of Interest

No

Special Needs

Description

Elderly

Physically Disabled

Home

Energy/Green Standard

Home Performance with Energy Star - SFRLP

Days To Complete Project

90

Click & Complete the Required Fields

Add Special Needs

Select Home Performance with Energy Star-SFRLP-None for 2016-2017
90 Days is the default but may be changed

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Environmental Screening

Directions

To ensure that SFRLP-funded rehabilitation results in no damage to the environment and that the Member, the Agency and the State are in compliance with all applicable environmental regulations, each dwelling unit targeted for rehabilitation must be reviewed, using this form, prior to rehabilitation. Please answer ALL questions below, following the "Instructions to Environmental Review" in your Administrator's Manual. Submit the original signature copy, along with any required documentation, to the Agency with the SFRLP Loan Application and Reservation Request form for the unit and prior to committing funds to the unit. Keep a copy of the checklist and attachments in the case file for the unit. For more HUD guidance: <https://www.hudexchange.info/environmental-review/federal-related-laws-and-authorities/>

Historic Property: [36 CFR 800]

<http://gis.ncdcr.gov/hpweb/> (print and attach color map)

Year built?

1976

Is the unit > 45 years old?

--

Is the unit within or adjacent to any listed or eligible historic district?

--

Floodplain Management: [24 CFR 55, Executive Order 11988]

<http://fris.nc.gov/fris/index.aspx?ST=NC> (print and attach color map)

FIRM Panel Number?

--

FIRM Panel Effective Date?

--

Is the unit located outside of a 100-year floodplain?

--

Is the cost of rehab <50% of the market value of the home before rehabilitation?

--

**Click here to
open website**

**No need to print
map-Save to
desktop and
upload**

**Must answer
each question,
unless NA**



Wetlands Protection [24 CFR 55, Executive Order 11990]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

Select...



Coastal Zone Management [Coastal Zone Management Act of 1972 sections 307(c) & (d)]

NA -- There is no effect for single-family owner occupied housing rehabilitation.

NA



Sole Source Aquifers [40 CFR 149]

NA - There are no sole source aquifers in NC per HUD.gov.

NA



Endangered Species [50 CFR 402]

Will there be ground disturbance, vegetation removal, or atypical noise generation?

Select...



Wild and Scenic Rivers [36 CFR 297]

<http://rivers.gov/north-carolina.php> (attach color map)

Is the unit within 1 mile from one of the five scenic rivers listed on the above website?

Select...



Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

Select...



Air Quality [40 CFR parts 6,51,61,93] Clean Air Act of 1970

NA - Single-family owner occupied housing rehabilitation does not contribute to long-term air pollution.

NA



Farmland Protection [7 CFR 658]

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

Select...



Noise Control and Abatement [24 CFR 51B]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Will the rehab affect the building envelope, (i.e. changing windows or exterior doors)?

Select...



Explosive and Flammable Operations [24 CFR 51C]

Will the rehab increase the occupancy or envelope of the home?

Select...



Airport Hazards (Runway Clear Zones and Clear Zones/Accident Potential Zones [24 CFR 51D]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 2,500' of a civilian airport or within 15,000' of a military airfield?

Select...



Contamination and Toxic Substances [24 CFR 58.5(i)(2)]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 3,000' of a Brownfields or Superfund site?

Select...



Environmental Justice [Executive Order 12898]

NA for single-family owner occupied housing rehabilitation.

NA



Report Information

Report Prepared By?

Prepared Date?

Save

Cancel

Be sure to select
Save before
leaving this
screen



Historic Property: [36 CFR 800]

If answer is Yes to either question, a Historical Evaluation Request must be sent to State Historic Preservation Office and their response letter must be uploaded as well as the request form.

A map must be uploaded even if the answers are No. Click on web link for SHPO map.

Historic Property: [36 CFR 800]

<http://gis.ncdcr.gov/hpoweb/> (attach color map)

Year built?

1976

Is the unit > 45 years old?

No



Is the unit within or adjacent to any listed or eligible historic district?

Yes



Please submit a "Historical Evaluation Request" form. The "SHPO Response Letter" may be uploaded after the reservation has been submitted, but will be required for the reservation to be approved.

If SHPO determined the project will have adverse effects, contact NCHFA with mitigation or conditions.



Historic Property: [36 CFR 800]

Click on red house to find address

North Carolina State Historic Preservation Office
HPOWEB GIS Service (General Audience)

Find an address

Locations found: 20

- 3508 Bush St, Raleigh, North Carolina, 27609
Score: 100
- 3508 Bush St, Raleigh, North Carolina, 27609
Score: 100
- 3509 Bush St, Raleigh, North Carolina, 27609
Score: 79

Raleigh, North Carolina

3508 Bush St, Raleigh, North Carolina, 27609
Score: 100
Zoom to

WA2545 Rudolf Turk Estate (Birdwood) 1992

St Albans Dr

Greenlawn Dr

Executive Dr

Ulrich Dr

Apache Dr

Sioux Dr

Midtown Pl

Tarheel Dr

St Albans Dr

Bland Rd

Basewood Dr

Boddie Dr

Wake Forest Rd

Dresser Ct

Winona Rd

Colgate Pl

Balcock Ct

St Albans Dr

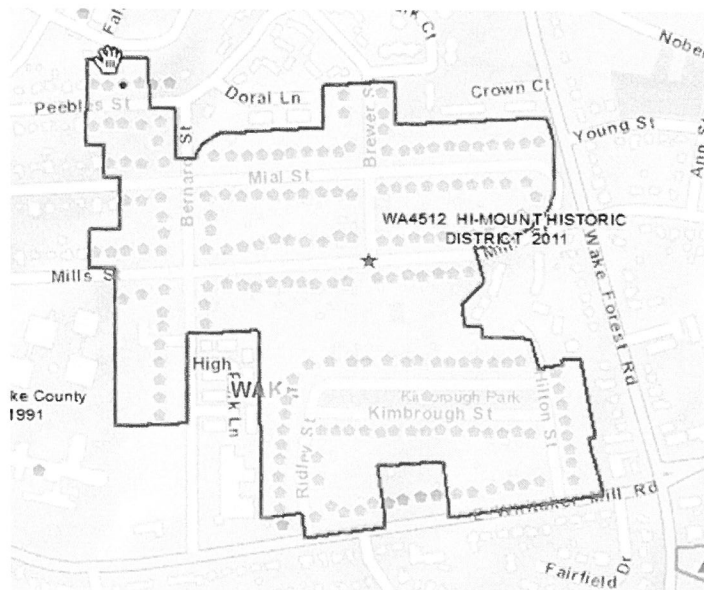
Navaho Dr

Duke Raleigh Hospital

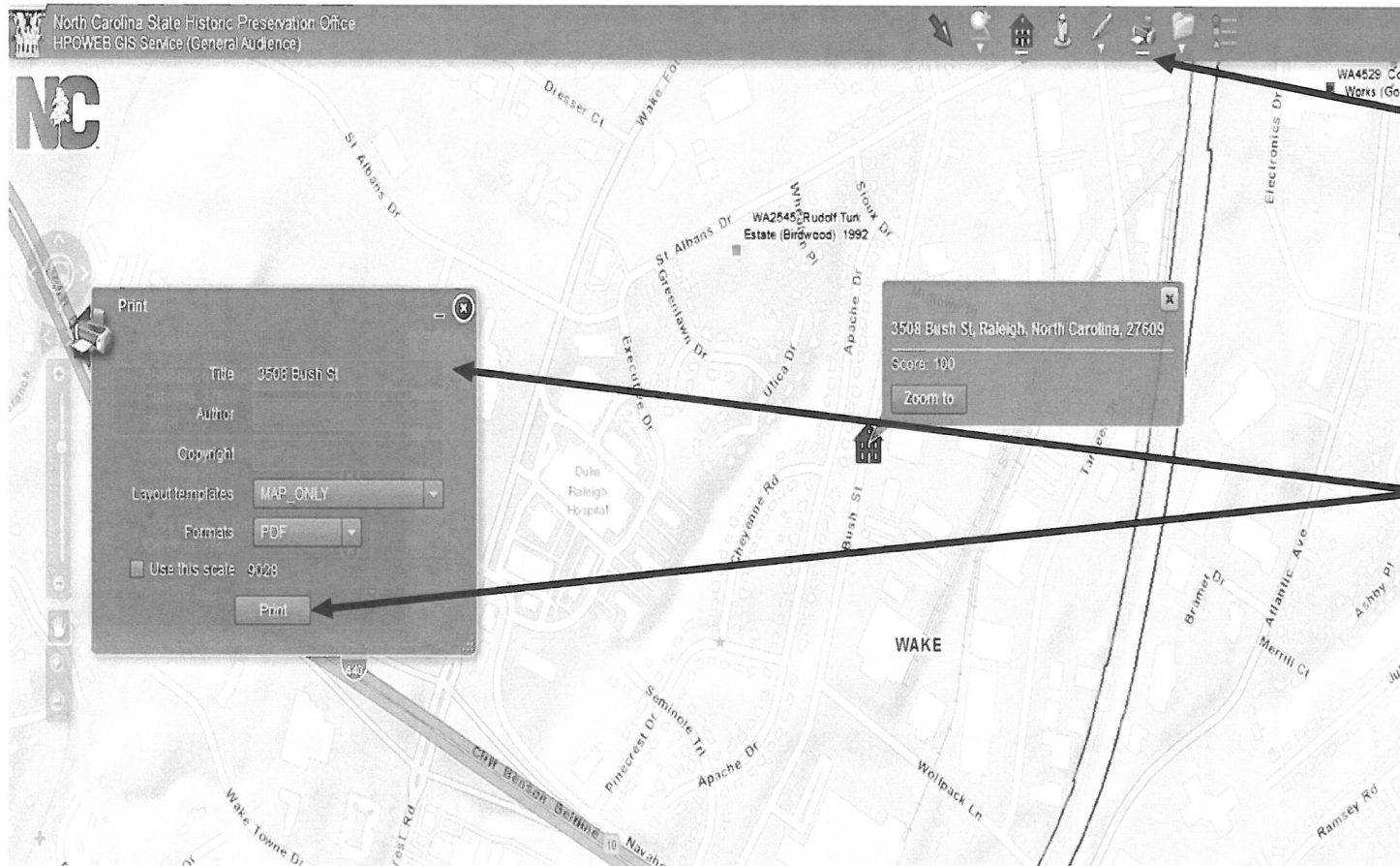
Historic Property: [36 CFR 800]

Example of Historic District.

If unit is in or directly adjacent to a historic district a Historic Evaluation Request and SHPO Response Letter must be uploaded.



Historic Property: [36 CFR 800]



Click Printer

Enter Title and Click Print



Click Save

Floodplain Management: [24 CFR 55]

If answer is No to located outside a 100 year floodplain and No to cost of rehab less than 50% of market value question, a 8-step process must be completed. Call NCHFA for assistance.

A map must be uploaded even if the answers are Yes. Click on web link for flood map.

Floodplain Management: [24 CFR 55, Executive Order 11988]

<http://fris.nc.gov/fris/index.aspx?ST=NC> (attach color map)

FIRM Panel Number?

FIRM Panel Effective Date?

Is the unit located outside of a 100-year floodplain?

Is the cost of rehab <50% of the market value of the home before rehabilitation?

Please submit documentation of the 8-step process and contact NCHFA.



Floodplain Management: [24 CFR 55]



Floodplain Management: [24 CFR 55, Executive Order 11988]

<http://fris.nc.gov/fris/index.aspx?ST=NC> (attach color map)

FIRM Panel Number?

FIRM Panel Effective Date?

1715

05/02/2006

**Enter Panel Number
and Effective Date**




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Floodplain Management: [24 CFR 55]



Center Map and Zoom In to Show Property

Legend

- Flood Hazard Areas
 - Zone VE
 - Zones A, A99, V
 - Zones AE, AH, AO, AE: 1% Annual Chance Flood Hazard Contained In Structure, 1% Annual Chance Flood Hazard Conditions
 - Zone AE: Floodway, 1% Annual Chance Flood Hazard Conditions
 - Floodway, 1% Future Conditions Contained In Channel: Floodway
 - Zone AE: Community

Flood Information

Click the map to view information.

Map Location

Flood Zone: AE

Flood Source: Big Branch (Basin 18, Stream 21)

Base Flood Elevation: 214.1 ft

County: Wake

Political Area: City Of Raleigh

CID: 370243

Panel: 1715 Download

Map Number: 3720171500J

Panel Effective Date: 5/2/2006

Latitude: 35.82111

Longitude: -78.62776

Risk Information

- Financial Vulnerability
- Flood Insurance
- FIS Reports
- Map Export
- Data Export

If address not found, use Google Maps and find a nearby older address. Enter the address and drag map.

If property is in the blue, it is in the 100 year floodplain



Click Map
Export and
Print

Who Am I: undefined Effective

Flood Information

Risk Information

Financial Vulnerability

Flood Insurance

FIS Reports

Map Export

Select a map template

Current View

Regulatory

Select PDF paper size

8.5 x 11

11 x 17

Print

Data Export



Name The Map After
the Address


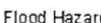












Apr 25, 2016



Legend

	Panels		Flood Hazard Areas
	Political Areas		AE
	Stream Centerline		Floodway (AE)
	Cross Sections		0.2 % Chance Annual Flood Hazard
	Levee		Future Conditions 1% Annual Chance Flood Hazard

North Carolina Floodplain Mapping Program



Save the Map
where you can find
it later. Close the
browser map and
re-open it from
where you saved
the file.

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1234 Main Street.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home

- Rotate View
- Page Navigation
- Page Display
- Zoom
- Tools
- Show/Hide
- Read Mode Ctrl+H
- Full Screen Mode Ctrl+L
- Tracker...
- Read Out Loud

Comment

Fill & Sign

Open

Learn More

Apr 25, 2016

Comment

Fill & Sign

In Adobe Acrobat Reader, click View, then Tools, then Comment, then Open

Legend

Panels	Flood Hazard Areas
Political Areas	AE
Stream Centerline	Floodway (AE)
Cross Sections	0.2 % Chance Annual Flood Hazard
Levee	Future Conditions 1% Annual Chance Flood Hazard

North Carolina Floodplain Mapping Program

DPS

Store and share files in the Document Cloud

Learn More

Wetlands Protection [24 CFR 55]

If a well or septic is not being repaired or replaced, answer No.

Wetlands Protection [24 CFR 55, Executive Order 11990]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Click here for NEPA
map

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No



Wetlands Protection [24 CFR 55]

If a well or septic is not being repaired or replaced, answer No.

Wetlands Protection [24 CFR 55, Executive Order 11990]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No

Click here for
NEPA map

NEPAassist

Home | Help  United States
Environmental Protection
Agency



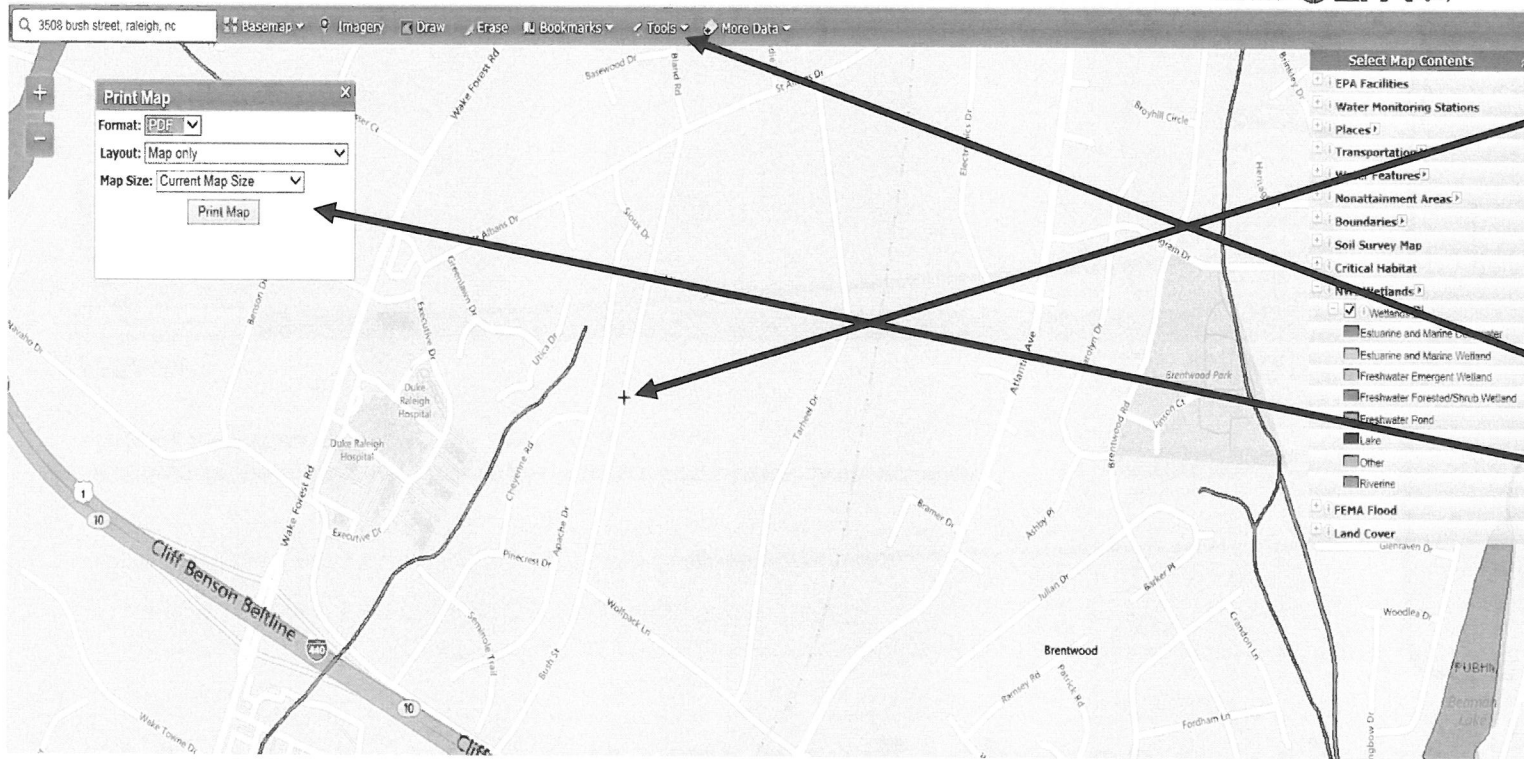
Enter address with
city and state. Click
the + next to NWI
Wetlands

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Wetlands Protection [24 CFR 55]

NEPAssist



Verify property
is not in
wetlands.

Under Tools, Select
Print
Change Format: to
PDF
Print Map
Save PDF to Desktop
or File



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These are default to NA

Coastal Zone Management [Coastal Zone Management Act of 1972 sections 307(c) & (d)]

NA - There is no effect for single-family owner occupied housing rehabilitation.

NA



Sole Source Aquifers [40 CFR 149]

NA - There are no sole source aquifers in NC per HUD.gov.

NA



If a well or septic is not being repaired or replaced, answer No.

Endangered Species [50 CFR 402]

Will there be ground disturbance, vegetation removal, or atypical noise generation?

No



Wild and Scenic Rivers [36 CFR 297]

If a well or septic is not being repaired or replaced, answer No.

Wild and Scenic Rivers [36 CFR 297]

<http://rivers.gov/north-carolina.php> (attach color map)

Click here for
map

Is the unit within 1 mile from one of the five scenic rivers listed on the above website?

No

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No



Indicate where property
is located. If close to
one of the five rivers
(highlighted in blue),
zoom closer.
Upload map.



Air Quality and Farmland Protection

This is default to NA

Air Quality [40 CFR parts 6,51,61,93] Clean Air Act of 1970

NA - Single-family owner occupied housing rehabilitation does not contribute to long-term air pollution.

NA



If a well or septic is not being repaired or replaced, answer No.

Farmland Protection [7 CFR 658]

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No



Noise Control and Abatement [24 CFR 51B]

With Single-Family owner occupied rehabilitation-Mitigation is NOT required, but recommended.

If not changing windows or doors, answer No. Go to next question

Noise Control and Abatement [24 CFR 51B]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Will the rehab affect the building envelope, (i.e. changing windows or exterior doors)?

No

If changing windows or door, answer next 3 questions

Noise Mitigation is not required, but recommended

Is the unit within 15 miles of a major civilian or military airfield?

Select...

Is the unit within 1,000' of a highway or busy road?

Select...

Is the unit within 3,000' of a railroad?

Select...



Noise Control and Abatement [24 CFR 51B]

With Single-Family owner occupied rehabilitation-Mitigation is NOT required, but recommended.

If answer is Yes to any of the 3 questions, follow instructions below.

Will the rehab affect the building envelope, (i.e. changing windows or exterior doors)?

Yes



Noise Mitigation is not required, but recommended

Is the unit within 15 miles of a major civilian or military airfield?

Yes



Is the unit within 1,000' of a highway or busy road?

Yes



Is the unit within 3,000' of a railroad?

Yes



Please submit the following documents:

- Noise Contour Map (if *Is the unit within 15 miles of a major civilian or military airfield?* is marked "Yes")
- Highway DNL Calculation (if *Is the unit within 1,000' of a highway or busy road?* is marked "Yes"). Please see traffic information at <https://www.ncdot.gov/travel/statemapping/trafficvolumemaps/default.html>
- Railroad DNL Calculation (if *Is the unit within 3,000' of a railroad?* is marked "Yes"). Please contact Andrew Thomas at 919-733-5564 if you marked "Yes".

<https://www.hudexchange.info/programs/environmental-review/dnl-calculator/>

Please contact NCHFA for questions.

Noise Control and Abatement [24 CFR 51B]

Noise Control and Abatement [24 CFR 51B]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx?lat=35.903415&lon=-79.302848>

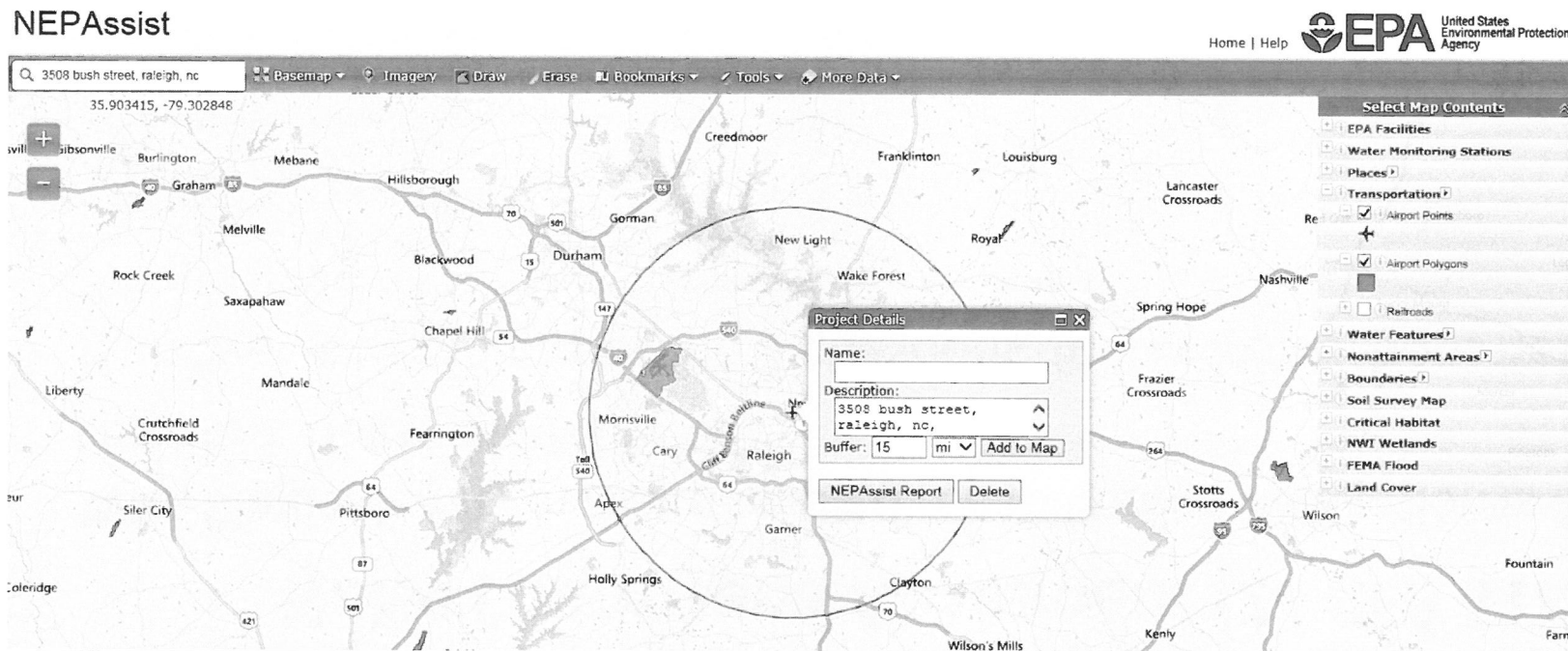
Click here for NEPA
map

Is the unit within 15 miles of a major civilian or military airfield?

Yes



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Noise Control and Abatement [24 CFR 51B]

NEPAssist

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Enter address

Click + Transportation
Check Airport Points
and Airport Polygons

Left click on the + (property marker)

Project Details appears

Change Buffer: to 15 mi

Click Add to Map

Radius circle appears

If airport is in circle, upload contour map

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Noise Control and Abatement [24 CFR 51B]

If property is within 15 miles from one of these airports

Charlotte-Douglas, Piedmont-Triad, Raleigh-Durham

A noise exposure map must be uploaded with the NEAP map

Link to airport map:

https://www.faa.gov/airports/environmental/airport_noise/noise_exposure_maps/

Military airports link:

Air installation compatible use zone North Carolina



Noise Control and Abatement [24 CFR 51B]

Noise Control and Abatement [24 CFR 51B]

http://nepassisttool.epa.gov/nepassist/nepamap.aspx?attach_color_map

Click here for NEPA
map

Is the unit within 1,000' of a highway or busy road?

Yes



Left click on the + (property marker)

Project Details appears

Change Buffer: to 1000 ft

Click Add to Map

Radius circle appears

If busy road is within circle, need the DNL calculation



Noise Control and Abatement [24 CFR 51B]

If property is within 1,000 feet of a busy road. Save and upload

A busy road is Freeway/Highway >40,000 average daily traffic (ADT), Major arteries >25,000 to 40,000 ADT, Arteries >10,000 to 25,000 ADT.

Link for NCDOT: <https://www.ncdot.gov/projects/trafficsurvey/>

Link for DNL Calculator: <https://www.hudexchange.info/environmental-review/dnl-calculator/>

Follow directions on website.

DNL Calculator

Site ID	<input type="text"/>
Record Date	<input type="text"/>
User's Name	<input type="text"/>
Road # 1 Name: <input type="text"/>	
Road #1	
Vehicle Type	Cars <input type="checkbox"/> Medium Trucks <input type="checkbox"/> Heavy Trucks <input type="checkbox"/>
Effective Distance	<input type="text"/>
Distance to Stop Sign	<input type="text"/>
Average Speed	<input type="text"/>
Average Daily Trips (ADT)	<input type="text"/>
Night Fraction of ADT	<input type="text"/>
Road Gradient (%)	<input type="text"/>
Vehicle DNL	<input type="text"/>
<input type="button" value="Calculate Road #1 DNL"/>	<input type="button" value="Reset"/>

Helpful hints:

Effective Distance-use google map or NEPA map to measure feet

Distance to stop sign-Leave blank if greater than 600 feet

Average Speed-Default for heavy truck is 50 mph

Average Daily Trips-use NCDOT website for traffic count divide by 365

% breakdown	Cars	Med. Truck	Heavy Truck
Interstate Urban	89%	2%	9%
Interstate Rural	80%	3%	17%
Arterial Urban	92%	4%	4%
Arterial Rural	87%	4%	9%

Night Fraction default is 15 per vehicle type

Road Gradient % default is 2



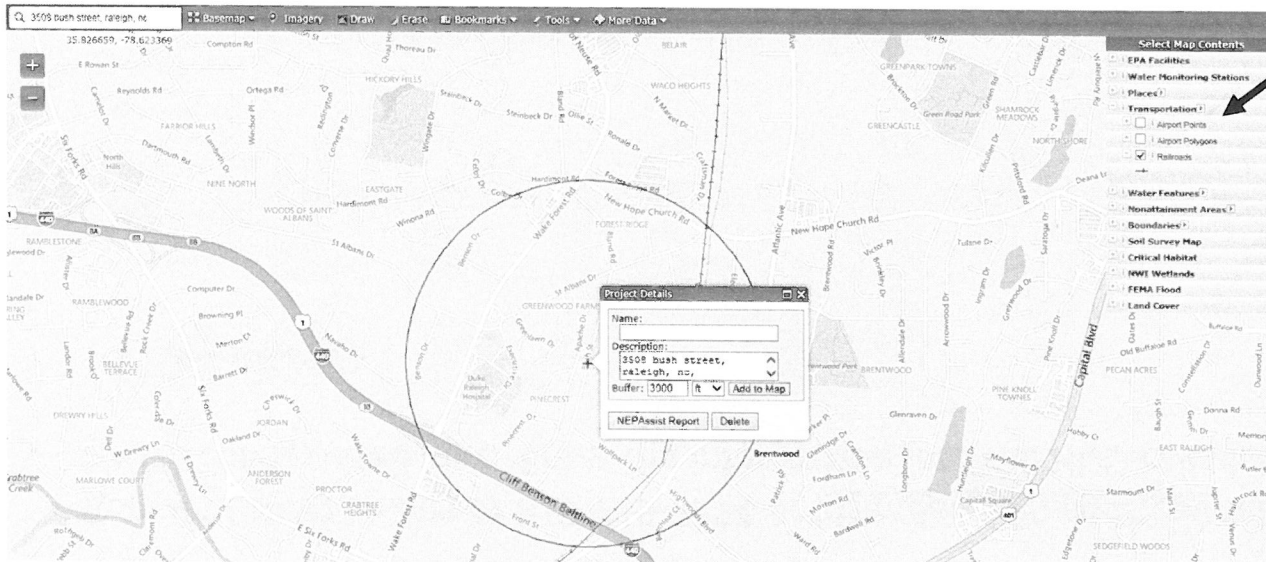
Noise Control and Abatement [24 CFR 51B]

Noise Control and Abatement [24 CFR 51B]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 3,000' of a railroad?

Yes



Click here for NEPA map

Click + Transportation
Check Railroads

Left click on the + (property marker)
Project Details appears
Change Buffer: to 3000 ft
Click Add to Map
Radius circle appears
If railroad is within circle, need the DNL calculation

Noise Control and Abatement [24 CFR 51B]

If property is within 3,000 feet of a railroad

Contact Larry Sanders at 919-715-7254 or ldsanders1@ncdot.gov tell him you need this information for a HUD funds rehab unit. Enter the information into the HUD calculator and save and upload.

Railroad #1 Track Identifier:		
Rail # 1		
Train Type	Electric <input type="checkbox"/>	Diesel <input type="checkbox"/>
Effective Distance		
Average Train Speed		
Engines per Train		
Railway cars per Train		
Average Train Operations (ATO)		
Night Fraction of ATO		
Railway whistles or horns?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Bolted Tracks?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Train DNL		
Calculate Rail #1 DNL		Reset



Explosive and Flammable Operations [24 CFR 51C]

Will the rehab increase the occupancy or envelope of the home?

No

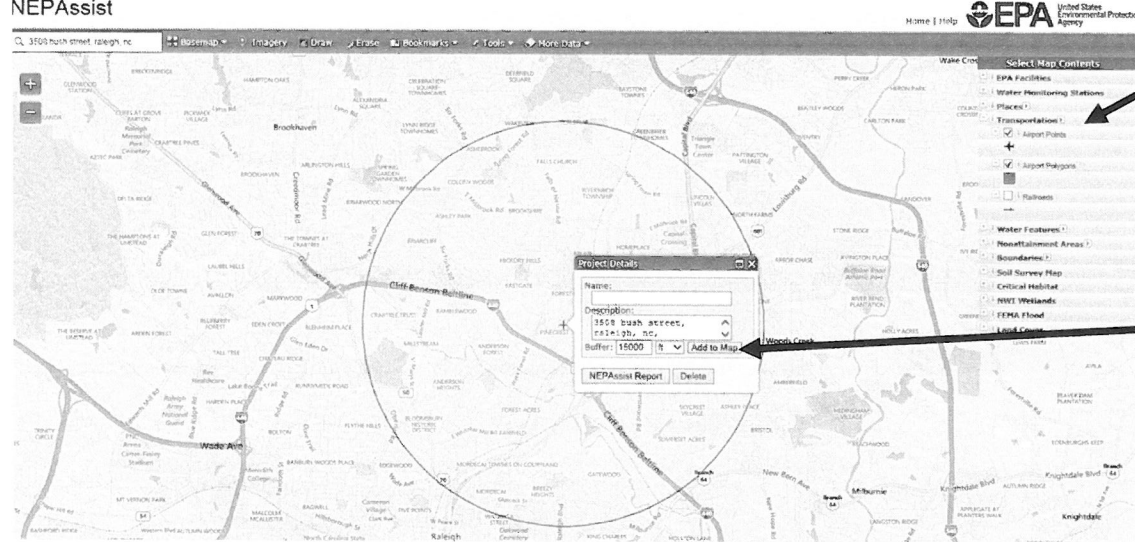
Airport Hazards (Runway Clear Zones and Clear Zones/Accident Potential Zones [24 CFR 51D])

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2,500' of a civilian airport or within 15,000' of a military airfield?

No

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Click here for NEPA map

Click + Transportation
Check Airport Points
and Airport Polygons

Left click on the + (property marker)
Project Details appears
Change Buffer: to 15000 ft
Click Add to Map
Radius circle appears
If airport is NOT within circle, save and
upload map



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Airport Hazards [24 CFR 51D]

Airport Hazards (Runway Clear Zones and Clear Zones/Accident Potential Zones [24 CFR 51D])

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

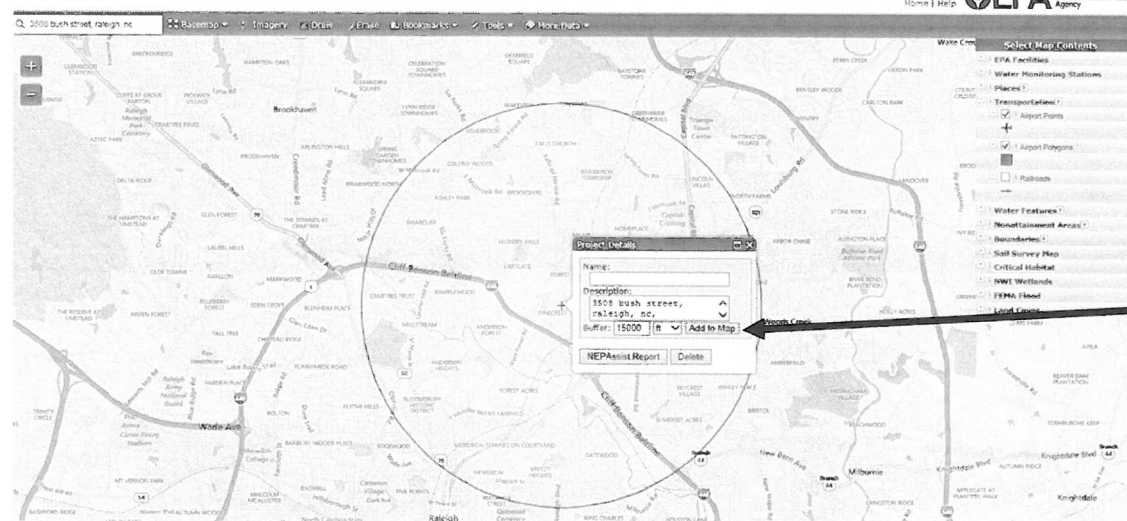
Is the unit within 2,500' of a civilian airport or within 15,000' of a military airfield?

Yes

Is the cost of rehab <75% of the market value of the structure before rehabilitation?

Yes

NEPAassist



If unit IS within the circle and the cost of rehab is less than 75% of market value before rehabilitation, save and upload map

Left click on the + (property marker)
Project Details appears
Change Buffer: to 15000 ft
Click Add to Map
Radius circle appears
If airport is NOT within circle, save and upload map



Airport Hazards [24 CFR 51D]

Airport Hazards (Runway Clear Zones and Clear Zones/Accident Potential Zones [24 CFR 51D])

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 2,500' of a civilian airport or within 15,000' of a military airfield?

Yes

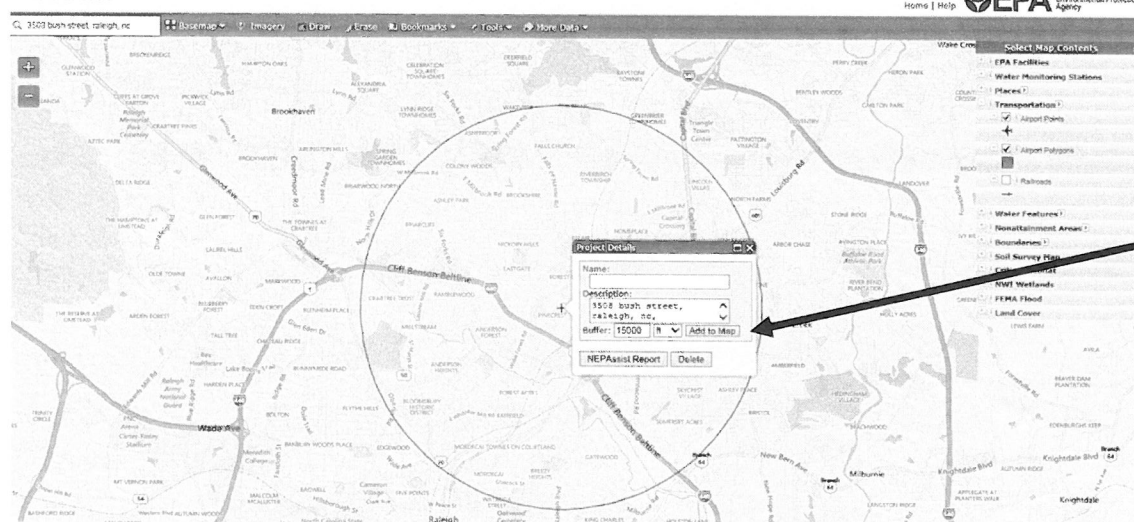
Is the cost of rehab <75% of the market value of the structure before rehabilitation?

No

Unit is ineligible - <https://www.hudexchange.info/environmental-review/airport-hazards/>

If unit IS within the circle and the cost of rehab is GREATER than 75% of market value before rehabilitation, unit is INELIGIBLE and cannot use SFRLP fund

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Left click on the + (property marker)
Project Details appears
Change Buffer: to 15000 ft
Click Add to Map
Radius circle appears
If airport is NOT within circle, save and upload map



Contamination and Toxic Substances[24 CFR 52.5(i)(2)]

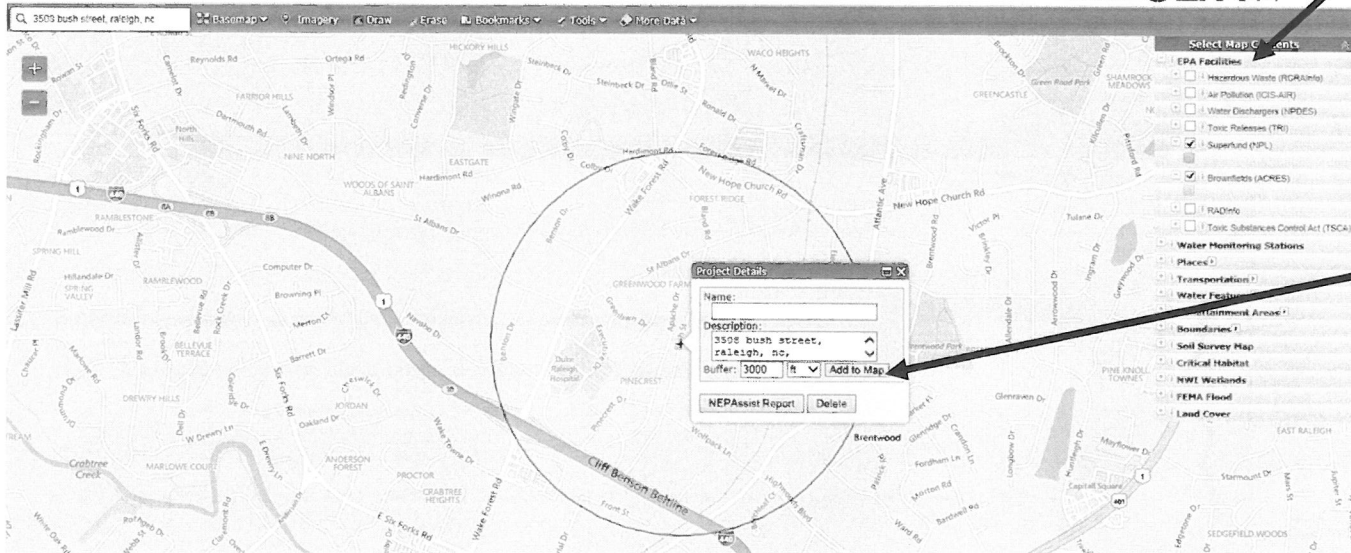
Contamination and Toxic Substances [24 CFR 58.5(i)(2)]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 3,000' of a Brownfields or Superfund site?

No

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Click here for NEPA map

Click + EPA Facilities
Check Superfund and
Brownfields

Left click on the + (property marker)
Project Details appears
Change Buffer: to 3000 ft
Click Add to Map
Radius circle appears
If icons are NOT within circle, save
and upload map



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Contamination and Toxic Substances[24 CFR 52.5(i)(2)]

Contamination and Toxic Substances [24 CFR 58.5(i)(2)]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 3,000' of a Brownfields or Superfund site?

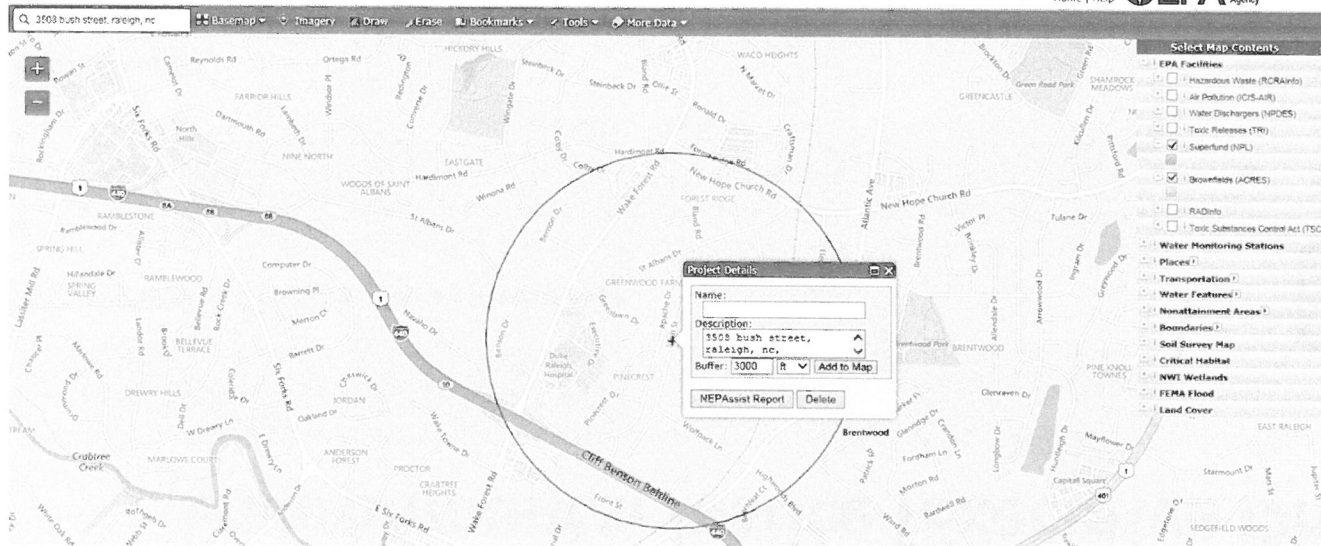
Yes



Please provide site investigation of type(s) of contamination/toxic facilities and photos.

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If icons are ARE within circle, provide site investigation of contamination/toxic facilities and photos, save and upload map

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Environmental Justice [Executive Order 12898]

Environmental Justice [Executive Order 12898]

NA for single-family owner occupied housing rehabilitation.

NA

Report Information

Report Prepared By?

Prepared Date?

Save

Cancel

This is default NA

Enter your name and date

Remember to click Save every time you leave this section.



Post-Rehabilitation Property Value Certification

Post-Rehabilitation Property Value Certification

Post-Rehab Value and Valuation Method

Max Property Value

Post-Rehab Value

Valuation Method

\$211,000

--

--

Click on blue edit box

Max Property Value
Post-Rehab Value cannot exceed this value

A Note Regarding Valuation Method:
Once a valuation method is selected it must be used consistently in determining the post-rehab value of each unit being certified.

Post-Rehab Value *

Valuation Method *

Select the Valuation Method by clicking upon one of the boxes below:

Estimate of Value (Comparable Sales)

Tax Assessments ☒


Appraisals

Enter Post-Rehab Value

Must use the same valuation method for every unit in the same project.
Click anywhere in the blue box

Click Save

Save Cancel



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SFRLP

John Smith

SFRLP1607


3508 Bush Street
Raleigh, NC 28609 - Wake County

9205601-001

Unit Settings 

Pending Setup

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 Closing Location

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 Requisitions

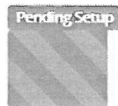
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Dashboard

Loan Status



General

Loan Amount	\$25,000
Assigned Contact	Eric Evans

Important Dates

Date Reserved	--
Date Approved	--
Anticipated Closing Date	--

The unit is still
in Pending
Setup status

Next Menu item
to complete is
\$Funding

\$Funding

Funding

SFRLP Loan Details (Hard Costs)

Requested Amount

\$25,000

Contingency Amount

--

Amount

\$25,000

Loan Term

108 Months

Other Funding

No Other Funding exists. Enter your non-NCHFA funding sources here.

Soft Costs

No Fees or Grants Exist

Edit SFRLP Loan

Requested Loan Amount *

10,000

Contingency Amount *

2,000

Amount *

12,000

Term in Months *

48

Save

Cancel

Edit the Requested Amount.
Up to the hard cost
maximum amount.

The Loan Term will
automatically calculate
based on forgiveness of
\$3,000 a year

Edit Other Funding (non-
NCHFA) if applicable

Edit Soft Costs (Grant) up to
the maximum amount

If requesting less than the maximum loan
amount, the Contingency Amount
automatically add 20% of requested amount
up to the maximum

\$Funding

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Funding

SFRLP Loan Details (Hard Costs)

Requested Amount

\$25,000

Contingency Amount

--

Amount

\$25,000

Loan Term

108 Months

Other Funding

Your non-NCHFA funding sources appear here.

Amount	Description	Funding Source	Soft/Hard Cost
\$10,000.00	CDBG	CDBG-Local	Hard

Soft Costs

Amount	Type
\$10,000	Grant

Funding Section is complete

Enter other funding amounts and sources, if applicable



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Documents

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:
• Use the button to browse for a file
• Drag-and-drop files onto the dotted, colored area

HOME Owner Written Agreement
(Required)

Income Eligibility Calculator
(Required)

Historic Property Map
(Required)

Lead-based Paint Clearance Report
(Optional)

Lead Paint Risk Assessment
(Optional)

Flood Map
(Required)

Historical Evaluation Request
(Required)

SHPO Response Letter
(Optional)

Wetlands Protection Map
(Required)

Wild And Scenic Rivers Map
(Required)

Noise Control And Abatement Map
(Required)

Noise Assessment
(Required)
Noise Contour Map

Noise Assessment
(Required)
Highway/Busy Road DNL Calculation

Noise Assessment
(Required)
Railroad DNL Calculation

Airport Hazard Map
(Required)

Contamination And Toxic Substance Map
(Required)

Property Tax Assessment
(Required)

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- Requisitions
- Documents 14
- Unit Completion
- Messages

Documents

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area

HOME Owner Written Agreement
(Required)

Income Eligibility Calculator
(Required)

Historic Property Map
(Required)

Lead-based Paint Clearance Report
(Optional)

Lead Paint Risk Assessment
(Optional)

Before a reservation is submitted, document slots are added based on Environmental Screening information

Follow these instructions on uploading the files

All red documents are required and the blue ones are optional. The boxes will turn green once the document is uploaded.

This document must be generated, signed, and uploaded.

Upload, View, Delete document



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Submit Reservation

Cancel Reservation Setup




Documents

Please fill the following slots in order to provide the necessary documentation to process this reservation.




You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area




HOME Owner Written Agreement
(Required)




Income Eligibility Calculator
(Required)




Historic Property Map
(Required)




Lead-based Paint Clearance Report
(Optional)




Lead Paint Risk Assessment
(Optional)

Flood Map
(Required)

Historical Evaluation Request


Once all the required documents are uploaded, click under the Actions Menu, Submit Reservation

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Review and Submit

This Reservation has passed all checks and is ready for submission

 Borrower




Message from webpage



Attention! Once submitted, you will not be able to modify the data or supporting documents without first contacting NCHFA.

OK


Cancel

 Post-Rehabilitation Property Value Certification




 Funding



 Documents



 Submit

You will be able to review all the entered information and make any necessary changes.
Click Submit
Click OK

Reservation Submitted

Your reservation has been submitted for review.



After the reservation is submitted it triggers us to review all the uploaded documents and our legal team to start the title search

SFRLP
John Smith

SFRLP1607
3508 Bush Street
Raleigh, NC 28609 - Wake County

9205601-001

Unlabeled
Approved

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Messages

Show 10 entries

Search:

Subject	Last Activity	Created	Reply Count
Unit Conditional Approval	3/10/17 2:49 PM Mark Lindquist	3/10/17 2:49 PM Mark Lindquist	--
Title Review Results	3/10/17 2:37 PM Liz Hair	3/10/17 2:37 PM Liz Hair	--

Showing 1 to 2 of 2 entries

Previous 1 Next

Title Review Results

Title Review Results

County taxes - Paid \$282.91
Separate City Taxes - none
HOA Liens - none
Tax Liens - none
Current Tax Value - \$139,200
Owner - John Smith
Request for notices - 1
Additional NOTES - Need Death Certificate for Jane Smith

This is for informational purposes. The rehab team will contact you if there are any additional items needed.

Message *

Save Cancel

Unit Conditional Approval

Your unit has been conditionally approved. The next step is to submit a settlement data sheet.

Message *

Save Cancel

When the title search is completed you will receive an email to check messages

If documentation is requested a new document slot will be added to upload

You can reply with a message

When the unit is approved you will receive an email to check messages and the next step is to submit a settlement data sheet, attorney information, closing date



Closing Attorney and Contact

Closing Attorney

Closing Attorney (if applicable)

First Name

--

Last Name

--

Law Firm

--

Address

--

City

--

State

--

Zip

--

Phone

--

Fax

--

Email

--

Tax ID

--

Closing Contact

Contact First Name

--

Contact Last Name

--

Contact Phone

--

Contact Phone Ext

--

Contact Email

--

Contact Organization

--

Enter Closing Attorney if applicable

If no attorney is used, enter Closing Contact information

Select Save



Closing Location

Edit Closing Location

If no attorney is used, enter Closing Contact information

Use the calendar to select a closing date. If the date is "grayed" out, it is NOT available

Select Save



Edit Closing Location

Use Attorney Address

Use Property Address

Anticipated Closing Date *

Street Address *

City or Town *

State *
Select... ▾

Zip *

Save

Cancel

Edit Closing Location

Use Attorney Address

Use Property Address

Anticipated Closing Date *

Street Address *

City or Town *

State *

Zip *

Save

Cancel

March 2017


Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Save

Cancel

Settlement Data Sheet

Settlement Data Sheet

Costs 

Construction Management - Soft Costs

Soft costs have not been defined.

Construction - Hard Costs

Hard costs have not been defined.

Summary

	Soft Costs	Hard Costs	Total
Funds Disbursed			
Funds Not Disbursed			
Funds Disbursed at Closing			
Total Assistance			

Edit the Soft Cost
and Hard Cost

The loan
documents and
grant agreement
will be created
based on these
costs



Edit Settlement Data Sheet Costs

Construction Management - Soft Costs

Category	Amount	Budgeted	Funds Disbursed
▲ Outreach & Advertising	<input type="text" value="300"/>	250	No ▼
Environmental Review Preparation	<input type="text" value="250"/>	250	No ▼
Asbestos Testing/ Clearance	<input type="text" value="650"/>	650	No ▼
Radon Testing	<input type="text" value="100"/>	100	No ▼
LBP Inspection/ Risk Assessment	<input type="text" value="550"/>	550	No ▼
LBP Clearance	<input type="text" value="500"/>	500	No ▼
Loan document execution, recording & legal fees	<input type="text" value="450"/>	450	No ▼
Pre-rehab Inspection including scope of work	<input type="text" value="400"/>	400	No ▼
Work write-ups	<input type="text" value="1,600"/>	1,600	No ▼
Cost estimate	<input type="text" value="250"/>	250	No ▼
Project & construction management	<input type="text" value="4,800"/>	4,800	No ▼
Flood Insurance (units in Flood Hazard Zones)	<input type="text" value="0"/>	--	No ▼
Post-rehab value certification	<input type="text" value="200"/>	200	No ▼

The Amount is automatically entered based on the Budgeted Amount

If an amount is edited greater than the budget, a warning will appear

The total Soft Cost amount cannot be greater than the budget amount



Construction - Hard Costs

Category	Amount	Funds Disbursed
Construction contract	<input type="text" value="20,000"/>	<input type="text" value="No"/> ▼
Temporary relocation	<input type="text" value="0"/>	<input type="text" value="No"/> ▼
Construction Contingency Funds	<input type="text" value="4,000"/>	

Summary

	Soft Costs	Hard Costs	Total
Funds Disbursed			
Funds Not Disbursed	\$10,000	\$24,000	\$34,000
Funds Disbursed at Closing			
Total Assistance	\$10,000	\$24,000	\$34,000

Save

Cancel

Enter the Construction contract amount (Hard cost/Loan amount)

If amount is less than the maximum a 20% contingency will be added

Select Save



Actions

⚡ Submit Settlement Data Sheet

Select Action-Submit Settlement Data Sheet

Review and Submit

This Settlement Data Sheet has passed all checks and is ready for submission

🔍 Closing Attorney



Message from webpage



Attention! Once submitted, you will not be able to modify the data or supporting documents without first contacting NCHFA.

OK

Cancel



Anticipated Closing Date 3/31/2017

📤 Submit

Review and Submit
Our legal team will send all the closing documents to the closing contact by the anticipated closing date

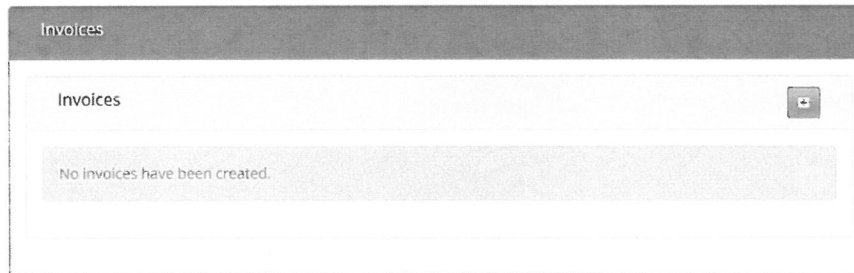
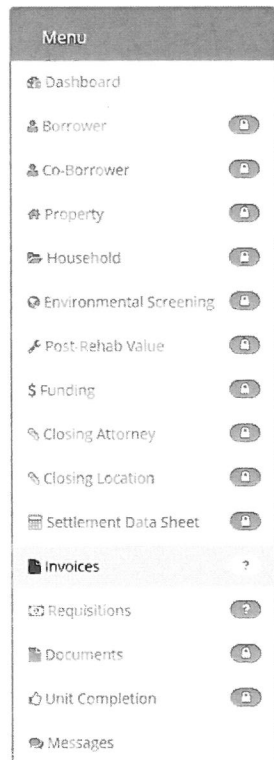
Submit all original closing documents within 5 days of closing. Recorded documents may be later.



Invoices and Requisitions

Soft cost may be disbursed before closing.

Hard cost may be disbursed after closing and the agency has received the closing documents.



An invoice must be uploaded before a requisition can be created.



Invoices and Requisitions

Create a new invoice

Vendor Name *	Best Consultants
Total Invoice Amount *	1,850
Invoice Date *	03/13/2017
Invoice Attachment *	U:\Scanned Documents\ Browse...
ReferenceNumber *	A854
Description *	ER & Work write-up

Save

Cancel

Best Consultants

568 Main Street
Raleigh, NC 27609
Phone 919-877-5630 | Fax 919-877-5599
imbest@bestconsultants.com | www.BestConsultants.com

TO
Edgecombe County

95 Main Street
Raleigh, NC 27609
Phone 910-556-3652

Description	Amount
Environmental Review preparation	\$250.00
Work write-up	\$1,600.00

Total \$1,850.00

Make all checks payable to Best Consultants.
Payment is due within 30 days.
If you have any questions concerning this invoice, contact I.M. Best (919-877-5630)

THANK YOU FOR YOUR BUSINESS!

INVOICE

INVOICE # A854
DATE March 13, 2017

FOR John Smith
P.O. # 54



NORTH CAROLINA
HOUSING
FINANCE
AGENCY

www.nchfa.com

Invoices and Requisitions

Invoices

+

Vendor	Amount	Date	Ref#
Best Consultants	\$1,850	03/13/2017	A854

Best Consultants - 03/13/2017 - (Ref# A854)

+

Invoice Amount	SFRP	Other	Total	Remaining Amount
\$1,850	\$0	\$0	\$0	\$1,850

Line items have not been defined.

1st icon-Edit invoice
2nd icon-View invoice
3rd icon-Invoice Description
4th icon-Delete invoice



Invoices and Requisitions

Invoices

Invoices

Vendor	Amount	Date	Ref#
Best Consultants	\$1,850	03/13/2017	A854

Best Consultants - 03/13/2017 - (Ref# A854)

Invoice Amount	SFRLP	Other	Total	Remaining Amount
\$1,850	\$0	\$0	\$0	\$1,850

Line items have not been defined.

Select + to add additional invoices

Select + to edit requisition request line item



Edit Requisition Request Line Item

Environmental Review Preparation / Approved limit: \$250 / Remaining total: \$250

Vendor Best Consultants
 Invoice Date 03/13/2017
 Ref # A854
 Remaining Amount \$1,850

Program Funds *

Other Funds

Total

Hard/Soft Cost *

Cost Category *

Description

Save Cancel

Edit Requisition Request Line Item

Work write-ups / Approved limit: \$1,600 / Remaining total: \$1,600

Vendor Best Consultants
 Invoice Date 03/13/2017
 Ref # A854
 Remaining Amount \$1,600

Program Funds *

Other Funds

Total

Hard/Soft Cost *

Cost Category *

Description


Save Cancel

Enter the requested amount of funds. This can be all or part of the invoice amount. Enter other funds if applicable. Select Hard or Soft Cost. For soft cost, each Cost Category must be entered separately. Notice the balance is displayed. Description is optional.



SFRLP1607

9205601-001

Unit Settings 

3508 Bush Street
Raleigh, NC 28609 - Wake County

Closed

Edit Requisition Request Line Item

Hard Costs / Approved limit: \$24,000 / Remaining total: \$24,000

Vendor	Bob the Builder
Invoice Date	03/16/2017
Ref #	384
Remaining Amount	\$10,000
Program Funds *	<input type="text" value="10,000"/>
Other Funds	<input type="text"/>
Total	<input type="text" value="\$10,000"/>
Hard/Soft Cost *	Hard <input checked="" type="checkbox"/>
Cost Category *	Construction contract <input type="checkbox"/>
Description	<input type="text" value="1st payment"/>

Save







Cancel

The status must be
Closed before Hard
Cost can be
requested.




Invoices

Invoices


	Vendor	Amount	Date	Ref#
   	Bob the Builder	\$16,500	03/16/2017	384
   	Bob the Builder	\$10,000	03/16/2017	384
   	Best Consultants	\$1,850	03/13/2017	A854
   	RU Testing	\$1,300	03/13/2017	4

Bob the Builder - 03/16/2017 - (Ref# 384)

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$16,500	\$0	\$0	\$0	\$16,500


Line items have not been defined.

Bob the Builder - 03/16/2017 - (Ref# 384)

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$10,000	\$0	\$0	\$0	\$10,000


Line items have not been defined.

RU Testing - 03/13/2017 - (Ref# 4)

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$1,300	\$0	\$0	\$0	\$1,300

Line items have not been defined.

Best Consultants - 03/13/2017 - (Ref# A854)

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$1,850	\$1,250	\$600	\$1,850	\$0

	SFRLP*	Other	Total	Cost Type	Category
 	\$250	\$0	\$250	Soft	Environmental Review Preparation
 	\$1,000	\$600	\$1,600	Soft	Work write-ups

Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions**
- Documents
- Unit Completion
- Messages

Create Requisition Request

Select the requisition items to include in your request.

	Vendor	Ref #	Cost	Type	Costs	
					SFRLP	Other
<input checked="" type="checkbox"/>	Best Consultants	A854	Environmental Review Preparation	Soft	250	—
<input checked="" type="checkbox"/>	Best Consultants	A854	Work write-ups	Soft	1,000	—

Summary

Cost Type	Budget	Previously Requested	This Request	Total to Date	Remaining
Soft	10,000	0	1,250	1,250	8,750
Hard	0	0	0	0	0
	10,000	0	1,250	1,250	8,750

Hard costs cannot be requisitioned until the loan has closed

Final Requisition Request



☐ Final Requisition Request

Send to Review

Select line item or 1st box if requesting entire amount.

 Select Final Requisition Request if last requisition.

 Select Send to Review.

Requisitions				
Requisition Requests				
	Total	Created	Submitted	Approved
	\$1,250	03/14/2017	03/15/2017	03/15/2017
	\$17,800	03/15/2017		



Select invoice icon to view invoice.

Select edit icon to submit requisition.



Requisition Request Details

Created 03/14/2017 by Eric Evans
Submitted Not submitted

Vendor	Ref #	Cost	Type	Costs	
				SFRLP	Other
 Best Consultants	A854	Environmental Review Preparation	Soft	250	--
 Best Consultants	A854	Work write-ups	Soft	1,000	600

Summary

Cost Type	Budget	Previously Requested	This Request	Total to Date	Remaining
Soft	10,000	0	1,250	1,250	8,750
Hard	0	0	0	0	0
	10,000	0	1,250	1,250	8,750

[Back](#) [Print](#)






Select invoice icon to view invoice.
 Select Print if a hard copy is needed.



Submit Requisition Request

Created 03/15/2017 by Eric Evans

Submitted Not submitted

Vendor	Ref #	Cost	Type	Costs	
				SFRLP	Other
 RU Testing	4	Asbestos Testing/ Clearance	Soft	650	--
 RU Testing	4	Radon Testing	Soft	100	--
 RU Testing	4	LBP Inspection/ Risk Assessment	Soft	550	--
 Bob the Builder	384	Construction contract	Hard	10,000	--
		— 1st payment			
 Bob the Builder	384	Construction contract	Hard	6,500	--
		— 2nd and final payment			

Summary

Cost Type	Budget	Previously Requested	This Request	Total to Date	Remaining
Soft	10,000	1,250	1,300	2,550	7,450
Hard	24,000	0	16,500	16,500	7,500
	34,000	1,250	17,800	19,050	14,950

Certification and Terms

I certify that the data presented in this requisition is correct, that this requisition is in accordance with the terms and conditions of the SFRLP Program Funding Agreement and that the amount requested is not in excess of current needs. I understand that if funds are not disbursed according to federal regulations, funds will immediately be returned to NCHFA (subject to interest). I understand and will comply with regulations requiring a Unit Completion Report (UCR) to be submitted to NCHFA within 60 days of the date of the final disbursement check for hard and soft costs from NCHFA for each unit assisted.

In addition, I certify that I, Eric Evans, have been authorized to submit requisitions for this unit.

You are now submitting the final requisition to NCHFA. Once completed, you will need to submit the Unit Completion Report. Once the final requisition has been submitted, no more money can be drawn down from this unit.

The above is true and correct *

Yes



Submit

Cancel

Reject

Reason *

Reject

The signatory authority will view the requisitions by selecting the Menu-Requisitions.

Select Yes to Submit or Select Reject and enter a reason.

Unit Completion

Menu

Dashboard

Borrower

Co-Borrower

Property

Household

Environmental Screening

Post-Rehab Value

Funding

Closing Attorney

Closing Location

Settlement Data Sheet

Invoices

Requisitions

Documents

Unit Completion

Messages

Unit Completion

General Contractor

General Contractor

Owner of Company

Street Address

City

State

Zip

License Number

Phone Number

Federal Tax ID or SSN #

Lead Paint Certified?

Minority Business Enterprise?

Women Business Enterprise?

Section 3?

Race

Bob the Builder

Bob

87 Oak Street

Raleigh

NC

27609

54569

(919) 877-8877

56-584126

Yes

Yes

No

Yes

Black/African American and White

The signatory authority will view the requisitions by selecting the Menu-Requisitions.

Select Yes to Submit or Select Reject and enter a reason.



Contacts

If you have any questions or issues please contact your rehab officer or Stacy Lewis or Mark Lindquist.

Donna Coleman	919-981-5006	djcoleman@nchfa.com
Chuck Dopler	919-981-5008	jcdopler@nchfa.com
Michael Handley	919-877-5627	mhandley@nchfa.com
Dan McFarland	919-875-3753	dnmcfarland@nchfa.com
Stacy Lewis	919-877-5707	selewis@nchfa.com
Mark Lindquist	919-501-4263	mwlindquist@nchfa.com
Or helpdesk	lpportalassist@nchfa.com	

