

Essential Single Family Rehabilitation (ESFR) Loan Pool Portal

Reservation entry and environmental review



NORTH CAROLINA

HOUSING
FINANCE
AGENCY

www.nchfa.com

Who Should Be Logging In?

- Personnel will be granted portal access as either a
 - general user able to enter Reservations, Settlement Data Sheets and upload Invoices.
 - or as a Signatory Authority with additional authorization to **approve** Invoices and Requisitions along with general user permissions.
 - or a Contract Signatory Authority that will approve Funding Agreement Modifications.
- *If a Partner is utilizing the services of a Contractor to administer the Project, the Contractor cannot have signatory authority.*



Portal Basics

- Messages come to everyone with a login by default.
- Normal website: <https://www.nchfa.org/LPPortal>
- New user will be emailed a Username and Password after the project has been approved.
- We won't know your password, but can reset it.



What tools do you need to use the portal?

- An internet-connected computer with an up-to-date internet browser, preferably Internet Explorer.
- 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.
- A screen capture tool (SNIP, Print Screen, etc.)
- Key websites used (bookmark them!):
 - <https://www.nchfa.org/LPPortal>
 - <http://fris.nc.gov/fris/Home.aspx?ST=NC>
 - <https://nepassisttool.epa.gov/nepassist/nepamap.aspx>
 - <https://gis.ncdr.gov.hpweb>



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.



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

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Decline

Read &
Accept

Update Your Account Information

NCHFA|Online

dschrute ▼

My Account
Change Password
Home
Log Out

Enter the Portal Here

System List

SYSTEMS LIST

Loan Pool Portal

Use the dropdown list to select your project if you have multiple projects.

Beaufort County
Community and Senior Services of Johnston County, Inc.
Edenton, Town of
Edgecombe County
Harnett County
Kinston, City of
Lenoir County
Mid-East Commission
Nash County
Perquimans County
Sampson County
Tarboro, Town of
Washington County

System List

SYSTEMS LIST

[Loan Pool Portal](#)

Enter the Portal Here



Loan Pool Portal Units Projects

Start a New Reservation or Access an Existing One

Awaiting Action Worklist

General Program Announcements

Messages About Your Units

Loan Pool Portal

Announcements

No announcements right now...

Inbox

Show 1 entries

SFRLP1728: Requisition review

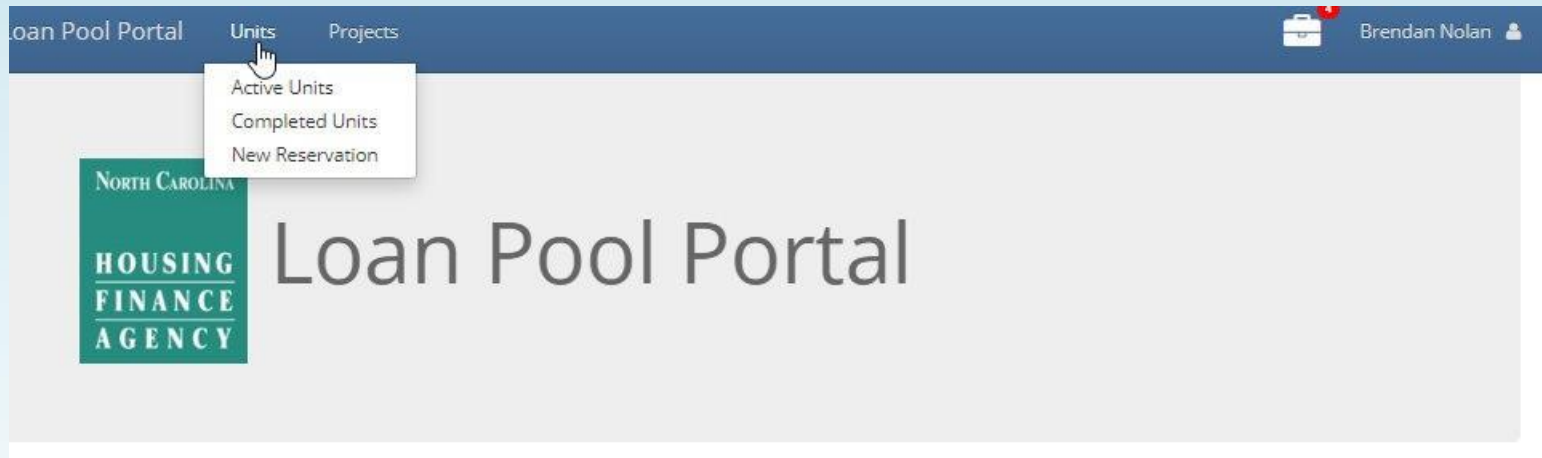
A requisition has been created and is awaiting submission by a Signing Authority.

— bnolan
6/17/20 3:28 PM

Showing 1 to 1 of 141 entries Previous Next

Important Dates

Coming Soon!



Select Active, Completed units or New Reservation

Completed Projects and Completed Units will be visible for five years.



Reservation Processing Mark Unread

Please upload signed HUD income calculator.

- Stacy Lewis
10/3/2018 11:21 AM

Message *

Save Cancel

Announcements

Show entries

Showing 1 to 1 of 1 entries

Previous Next

Inbox

Show entries

Showing 1 to 1 of 3 entries

Previous Next

Reservation Processing

Please upload signed HUD income calculator.

- Stacy Lewis
10/3/2018 11:21 AM

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





Awaiting Reservation Submission 1

Awaiting Settlement Data Sheet Submission 0

Awaiting Requisition Request Review 3

Awaiting Unit Completion Report 0



Loan Pool Portal

**All files Awaiting Action
Will Appear in Your Work
List**

Announcements

No announcements right now...

Inbox

Show **1** ▼ entries

SFRLP1728: Requisition review

A requisition has been created and is awaiting submission by a Signing Authority.

— bnolan
6/17/20 3:28 PM

Important Dates

Coming Soon!

Showing 1 to 1 of 141 entries

Previous

Next



- Active Units
- Completed Units
- New Reservation



Loan Pool Portal

Click Units to either start a New Reservation or see a list of all active or completed units

Active Units

Show 10 entries

Search:

	Project Number	Agency Project Number	First Name	Last Name	Property Address	City	County	Loan Status	Program
	SFRLP1899	9183351-001	John	Smith	3508 Bush Street	Raleigh	Wake	Pending Setup	SFRLP
	SFRLP1899	9183351-002	Jane	Doe	112 Main Street	Wake Forest	Wake	Approved	SFRLP



Program *	Select...	▼
Program Cycle *	Select...	▼
Project *	Select...	▼
Borrower First Name *	<input type="text"/>	
Borrower Middle Name	<input type="text"/>	
Borrower Last Name *	<input type="text"/>	
Borrower Name Suffix	Select...	▼
Property Address *	<input type="text"/>	
Property Address 2	<input type="text"/>	
Property City *	<input type="text"/>	
Property State *	NC	▼
Property Zip *	<input type="text"/>	
Property County *	Select...	▼
<input type="button" value="Next"/> <input type="button" value="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 marked with an asterisk.

Click "Next"



New Single Family Rehabilitation Loan Pool Reservation

Requested Amount *

Contingency Amount *

Loan Amount *

Save

Cancel

Enter the Requested Loan Amount (Hard Costs). This is the reserved amount and can be changed later in the Settlement Data Sheet. The amount will be corrected if over the maximum. A 20% Contingency Amount will be added automatically.

Click "Save"



SFRLP
Sample Homeowner

SFRLP1633
3321 Main Street
Raleigh, NC 27609 - Wake County

9205635-006
Unit Settings
Pending Setup

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Dashboard

Loan Status

Pending Setup

General

Loan Amount\$24,000

Assigned Contact

Important Dates

Date Reserved--

Date Approved--

Anticipated Closing Date--

Dashboard updates as file progresses forward

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

Work from top down



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Borrower Information

First Name *John

Middle NameEdward

Last Name *Smith

Name SuffixSelect...

Date of Birth01/01/1950

GenderMale

EthnicityNonhispanic

SSN321-65-4987

Marital StatusSingle

Email

Phone #(919) 501-4263

Phone TypeHome

Alt Phone #

Alt Phone TypeSelect...

SaveCancel

Complete every field with a red asterisk

Notice the dropdown boxes

Enter all 9 digits of the SSN

If widow, death certificate document slot will be generated

Select "Save"



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Borrower

Borrower Information

First Name

Middle Name

Last Name

Name Suffix

Date of Birth

Gender

Ethnicity

SSN

Marital Status

Email

Phone #

Phone Type

Alt Phone #

Alt Phone Type

John

Edward

Smith

--

1/1/1950

Male

Nonhispanic

321-65-4987

Single

--

(919) 501-4263

Home

--

--

Current Mailing Address

Address

Address 2

City

State

Zip

--

--

--

--

--

Click on the blue edit box to enter information

Current Mailing Address for Disclosure Documents



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Current Borrower Mailing Address

Use Property Address

Address *

PO Box 4127

Address 2

City *

Raleigh

State *

North Carolina

Zip *

27609

Save

Cancel

If no PO Box, select “Use Property Address”

Select “Save”



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- Dashboard
- Borrower** ✓
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- Submit Reservation
- Cancel Reservation Setup

Borrower

Borrower Information

First Name	Sample
Middle Name	--
Last Name	Homeowner
Name Suffix	
Date of Birth	1/1/1968
Gender	Male
Ethnicity	Nonhispanic
SSN	123-45-6789
Marital Status	Married
Email	--
Phone #	(919) 333-1542
Phone Type	Home
Alt Phone #	--
Alt Phone Type	

Current Mailing Address

Address	PO Box 4127
Address 2	--
City	Raleigh
State	NC
Zip	27609

Checkmark means complete

Enter Co-Borrower if applicable. Always enter the spouse of a borrower. If the spouse will not be on the promissory note, you will be able to designate them as “excluded from loan documents.”



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Property

Address

Address

3321 Main Street

Address 2

--

City

Raleigh

State

NC

Zip

27609

County

Wake

Property Information

Year Built

--

of Bedrooms

--

of Baths

--

Unit Size (SF)

--

Dwelling Type

--

Not necessary to adjust map.

Update Property Information and save



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Borrower ✓

Co-Borrower 7

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Unit Completion 🔒

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⚡ Submit Reservation

⚡ Cancel Reservation Setup

Household

Residents ✎

Household Racial Identity

Black/African American

Household Type

Single, Non-Elderly

Household Size

1

Household Income

\$11,000

Member of Household Disabled

Yes

Potential Conflict of Interest

No

Special Needs 📄

Description

📄 Elderly

📄 Physically Disabled

Home ✎

Energy/Green Standard

--

Days To Complete Project

--

Click to complete the required fields

Click “Yes” if the borrower, co-borrower or any immediate family member is an employee of the loan pool partner’s organization. A document slot will be generated



Household

Residents

Warning:

Household Income exceeds the income limit of \$51,950. This will prevent the submission of this reservation.

Household Racial Identity	Black/African American
Household Type	Elderly
Household Size	1
Household Income	\$60,000
Member of Household Disabled	Yes
Potential Conflict of Interest	Yes

Special Needs

No Special Need Exists

Home

Energy/Green Standard	--
Days To Complete Project	--

If Household Income is over the HUD HOME income limits, a Warning will be displayed and the homeowner will be ineligible for the program.



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Household

Residents

Household Racial Identity

Household Type

Household Size

Household Income

Member of Household Disabled

Potential Conflict of Interest

Black/African American

Single, Non-Elderly

1

\$11,000

Yes

No

Special Needs

Description

Elderly

Physically Disabled

Home

Energy/Green Standard

Days To Complete Project

--

--

Click to add one or more special needs. Use the trashcan icon if you need to delete one.



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Residents

Household Racial Identity

Household Type

Household Size

Household Income

Member of Household Disabled

Potential Conflict of Interest

Black/African American

Single, Non-Elderly

1

\$11,000

Yes

No

Special Needs

Description

Elderly

Physically Disabled

Home

Energy/Green Standard

Days To Complete Project

–

90

Energy / Green Standard – select “None” for ESFRLP 2016 and beyond

90 days is the default but may be changed



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Environmental Screening

Historic Property: [36 CFR 800]

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

Year built?

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?

Wetlands Protection [24 CFR 55, Executive Order 11990]

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

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

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.

Sole Source Aquifers [40 CFR 149]

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

Endangered Species [50 CFR 402]

Website links provided for source maps that will be saved to your desktop as .jpg or .pdf and uploaded

Each question must be answered unless N/A

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Environmental Screening

Historic Property: [36 CFR 800]

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

Year built?

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?

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Wetlands Protection [24 CFR 55, Executive Order 11990]

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

Sole Source Aquifers [40 CFR 149]

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

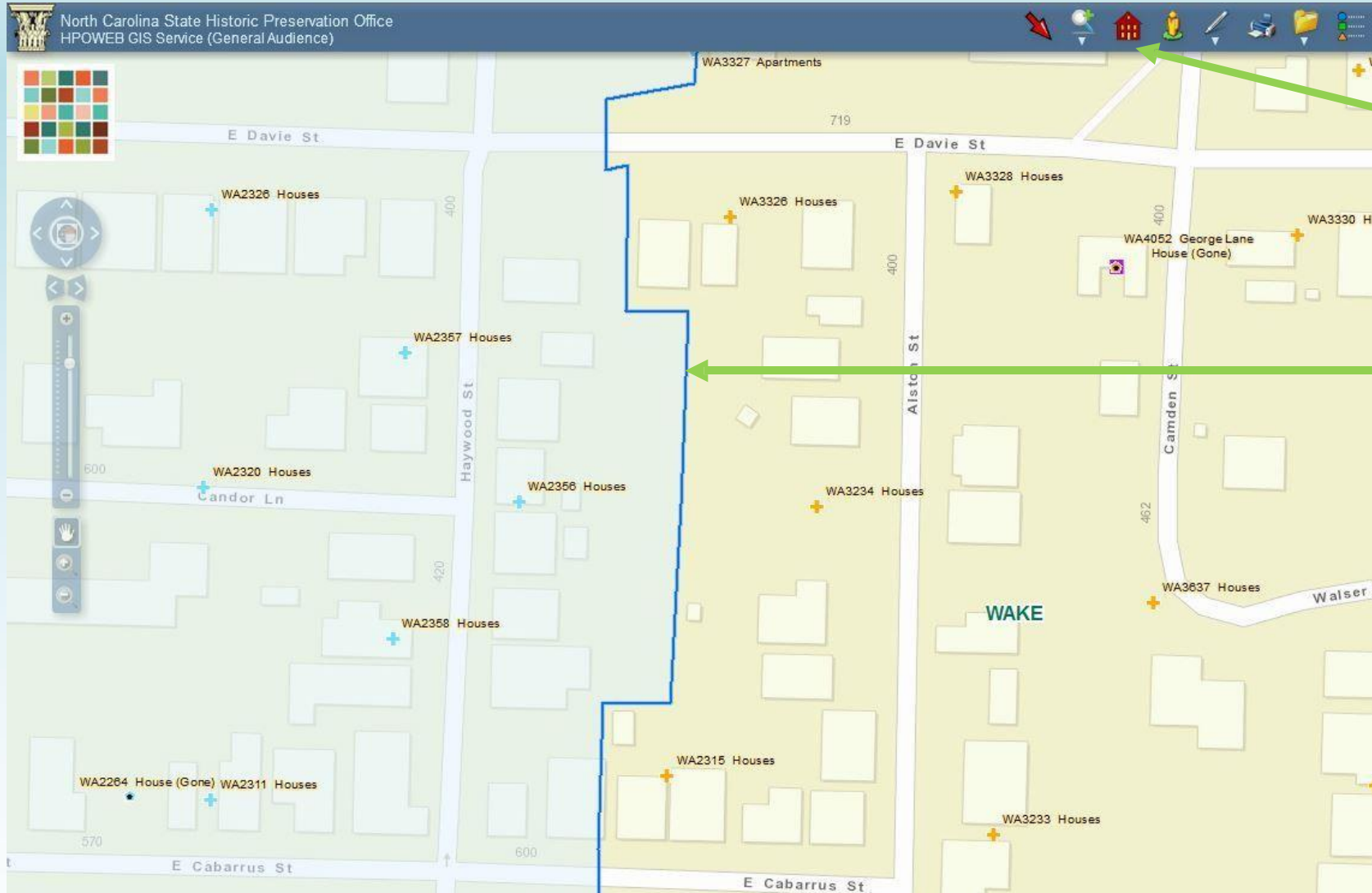
Endangered Species [50 CFR 402]

These two questions will be auto-filled. If >45 years old, you must complete a Historic Evaluation Request (pre-filled template available in “Documents”)



Historic Property

<http://gis.ncdcr.gov/hpweb/>



Click on the house icon to enter address

Historic districts outlined in color

Save a screen capture to upload later



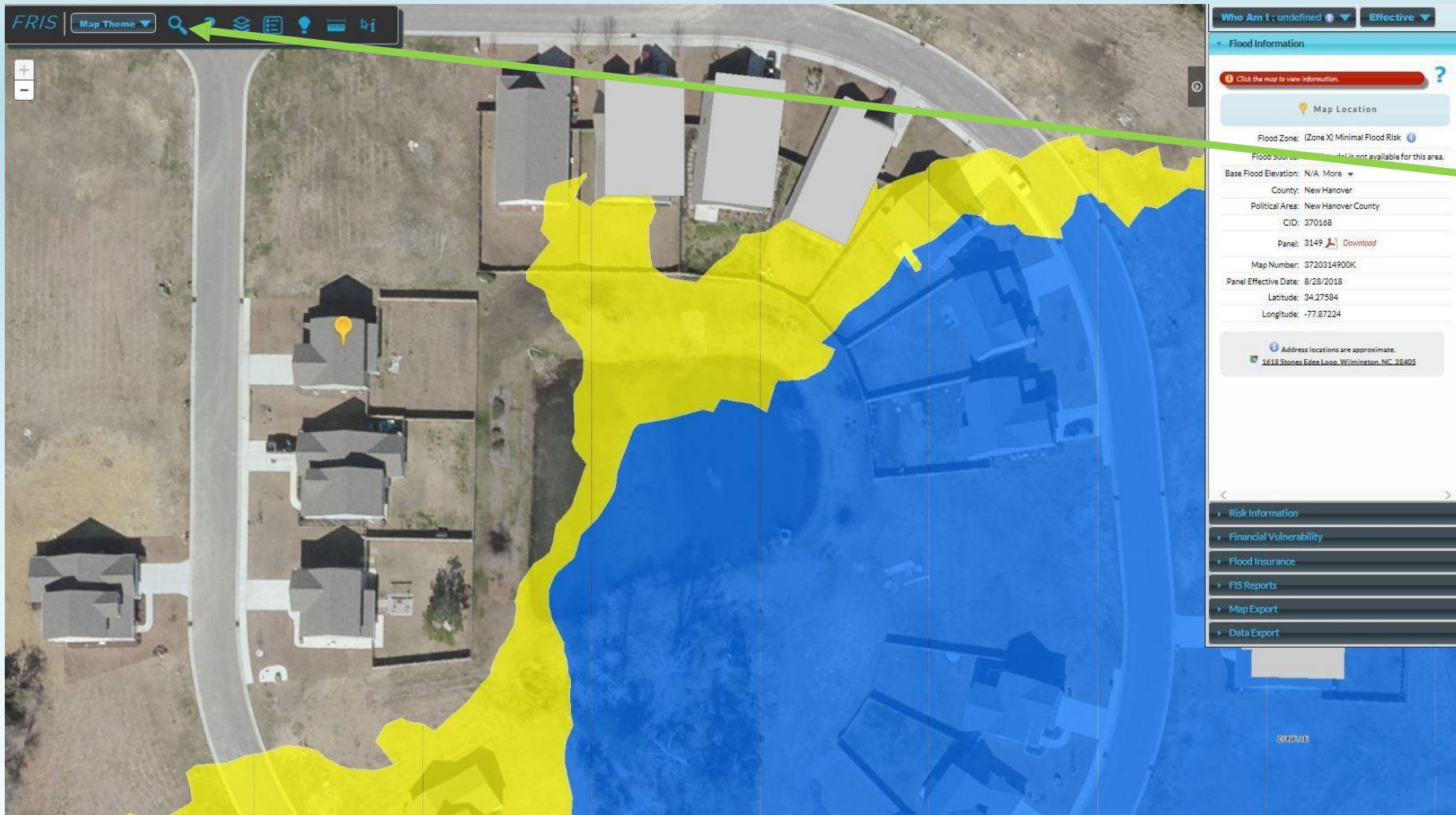
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Floodplain Management

<http://fris.nc.gov/fris/index.aspx?ST=NC>



Click on the magnifying glass to enter address

Blue designates 100 year flood plan



Floodplain Management

<http://fris.nc.gov/fris/index.aspx?ST=NC>



Save a screen capture, including Flood Information menu

Note panel number and effective date for entry into portal



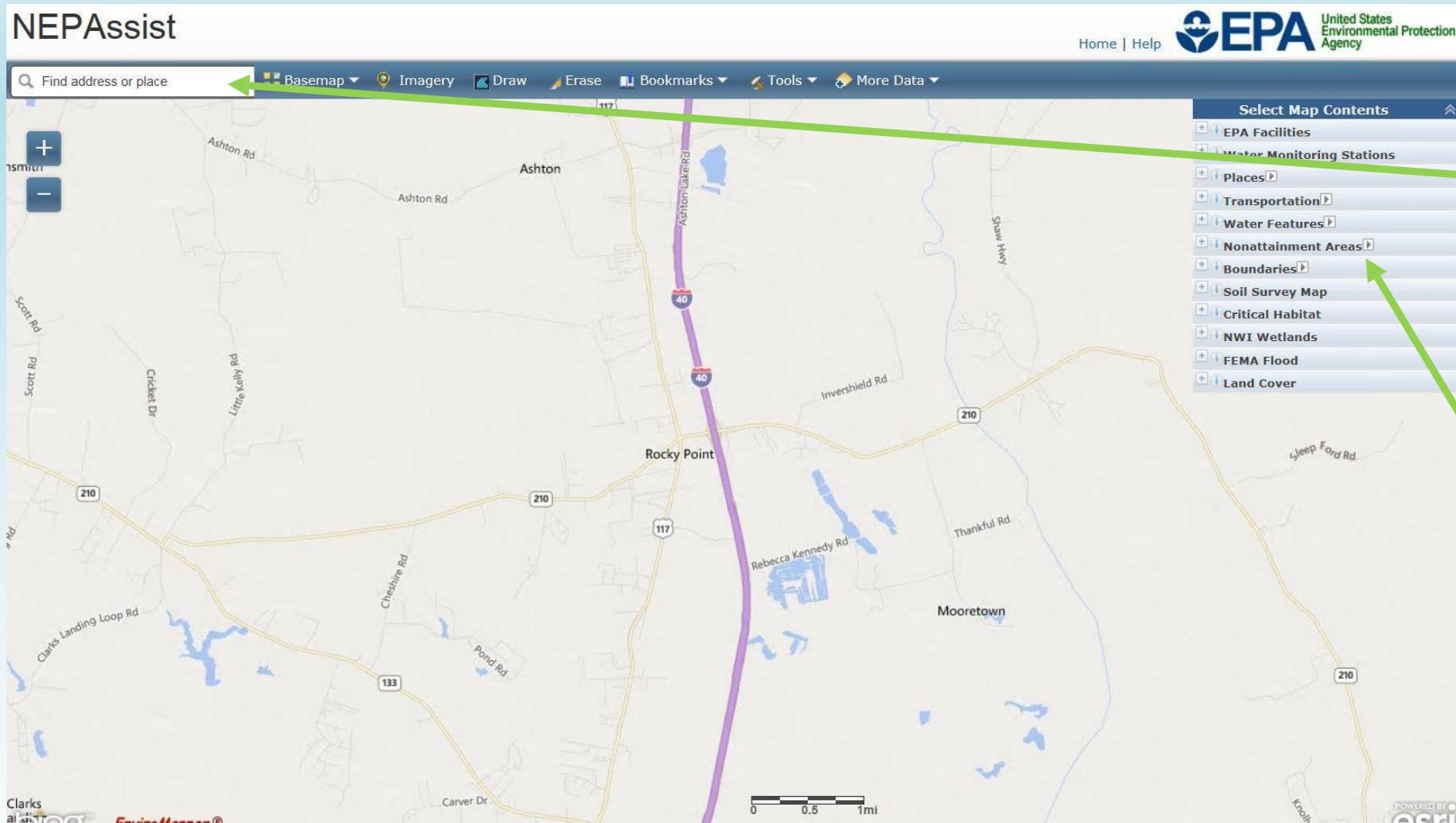
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NEPAssist

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



Click on the search field to enter address

Turn on appropriate layers for mapping



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Wetlands Protection

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

Wetlands Protection [24 CFR 55, Executive Order 11990]

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

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

No

**Link for NEPA
site**

**If the well or
septic is not
being repaired
or replaced,
answer "No"**



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Wetlands Protection

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

NEPAssist

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EPA United States Environmental Protection Agency

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Map Content Legend

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
 - ☒ Wetlands
 - Estuarine and Marine Deepwater
 - Estuarine and Marine Wetland
 - Freshwater Emergent Wetland
 - Freshwater Forested/Shrub Wetland
 - Freshwater Pond
 - Lake
 - Other
 - Riverine
- FEMA Flood
- Land Cover

Map Labels: Carnage Dr, Peterson St, State St, Varda, PSS1A, PFO1C

Enter address
with city and
state



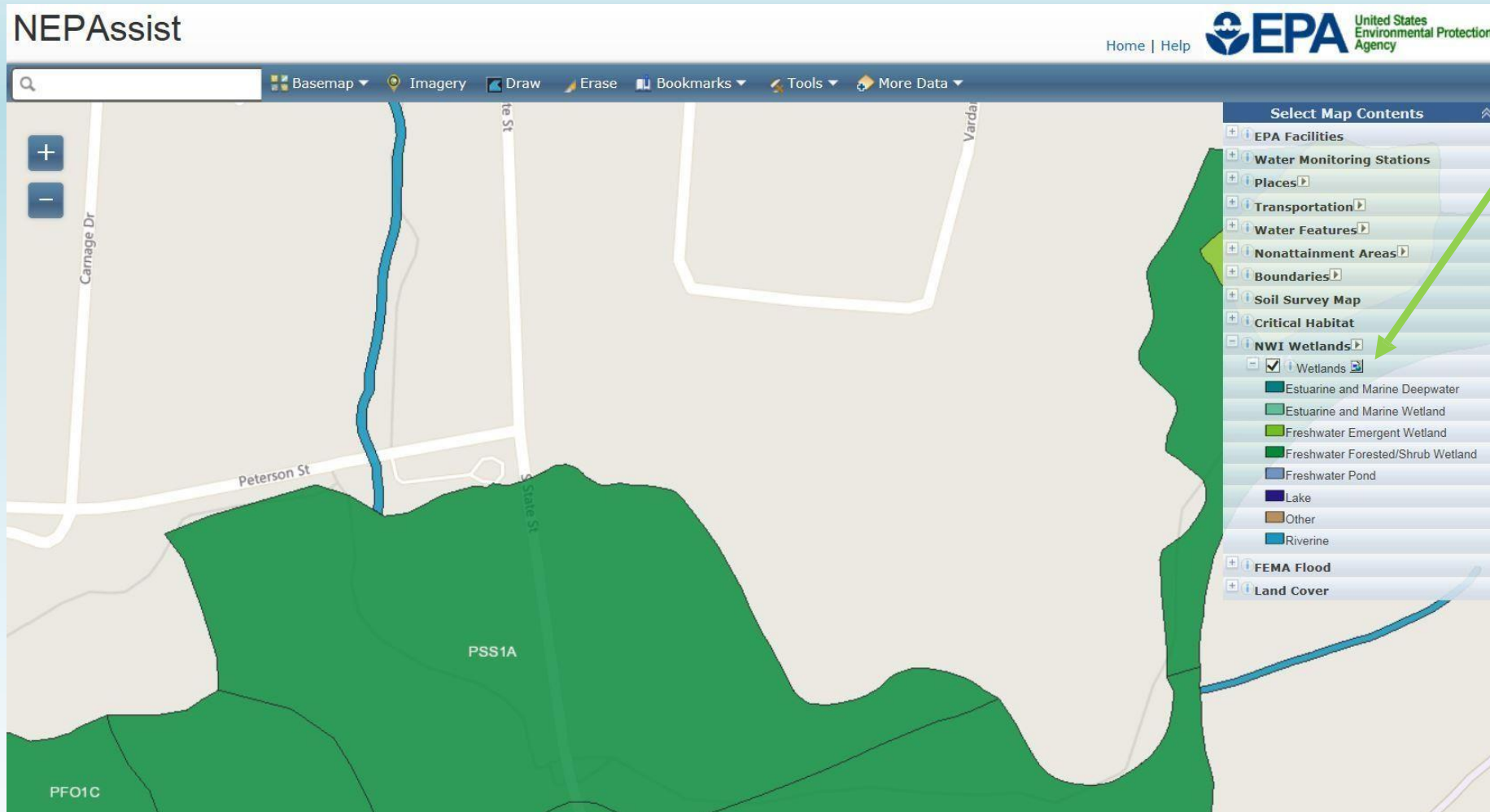
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Wetlands Protection

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



Turn on
Wetland layer

Make sure
screen capture
includes
“Select Map
Contents”
menu



Coastal Zone Management, Sole Source Aquifers and Endangered Species

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.

N/A

Sole Source Aquifers [40 CFR 149]

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

N/A

Endangered Species [50 CFR 402]

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

No

**These default
to N/A**

**If the well or
septic is not
being repaired
or replaced,
answer "No"**



Wild and Scenic Rivers

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

Wild and Scenic Rivers [36 CFR 297]
<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (print and attach color 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

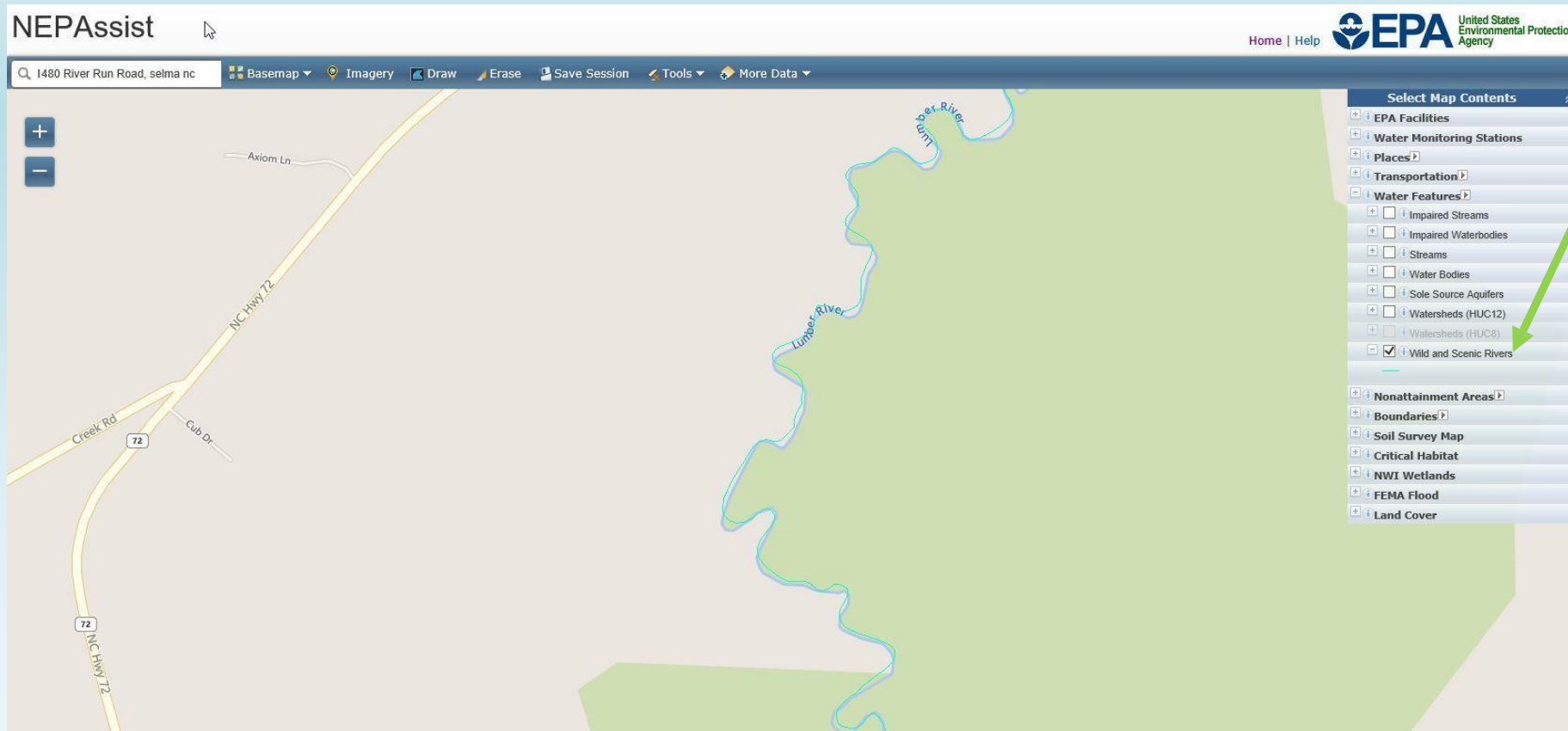
Link for website

If the well or septic is not being repaired or replaced, answer "No"



Wild and Scenic Rivers

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



Turn on Wild and Scenic Rivers layer

Make sure screen capture includes "Select Map Contents" menu



Air Quality and Farmland Protection

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.

N/A

**This defaults to
N/A**

Farmland Protection [7 CFR 658]

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

No

**If the well or
septic is not
being repaired
or replaced,
answer "No"**



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Noise Control and Abatement

Noise Control and Abatement [24 CFR 51B]

Maps and noise calculations for ESFRLP are not required due to the programs standardized continuation treatments. All repaired or replacement components to the building envelope under ESFRLP will meet or exceed the Essential Rehabilitation Standards.
Please contact NCHFA if you have any questions.



Explosive and Flammable Operations

Explosive and Flammable Operations [24 CFR 51C]

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

No

This defaults to
N/A

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?

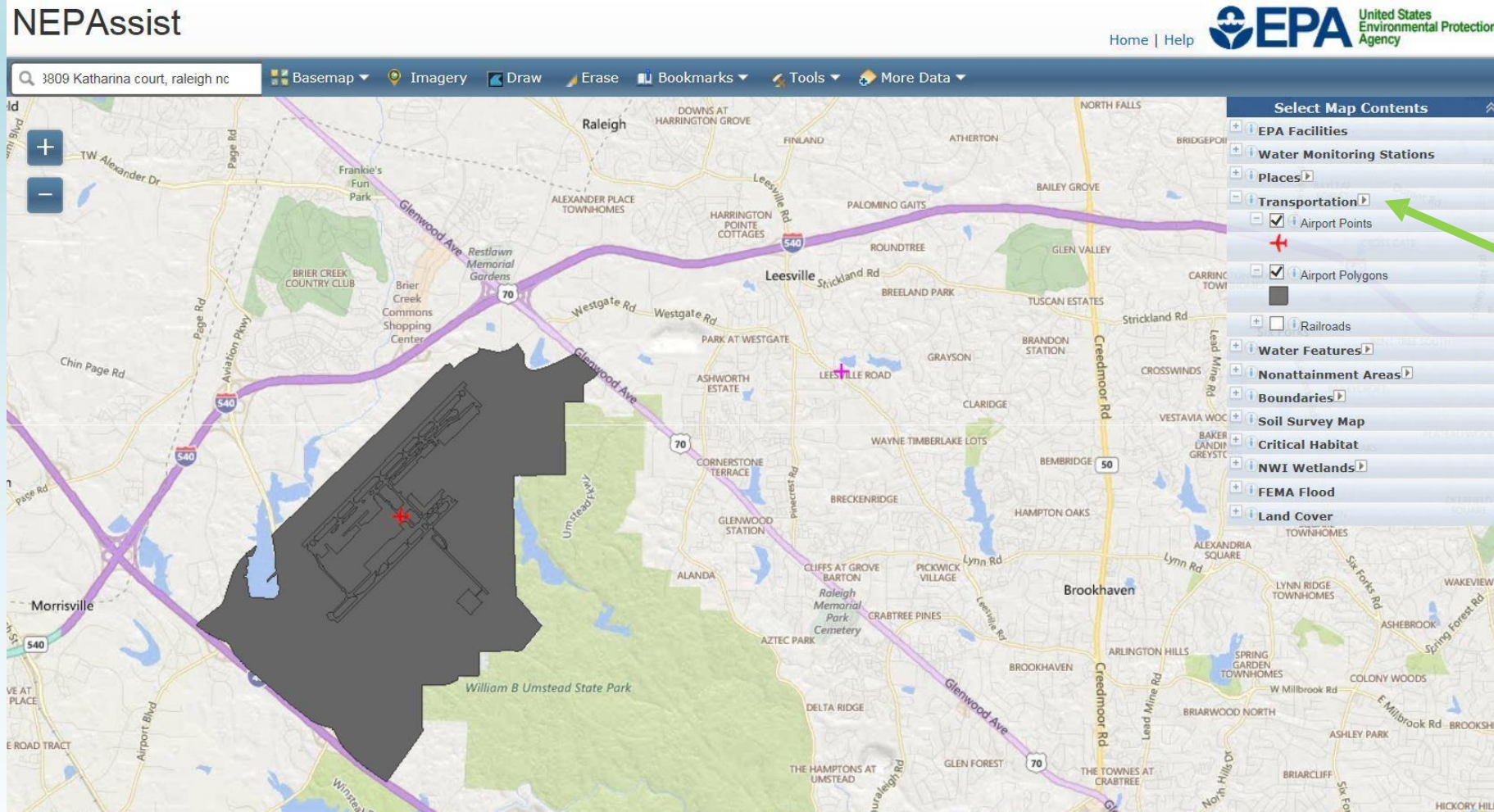
Yes



Airport Hazards

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

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?



Use the NEPA site to generate the airport hazards maps



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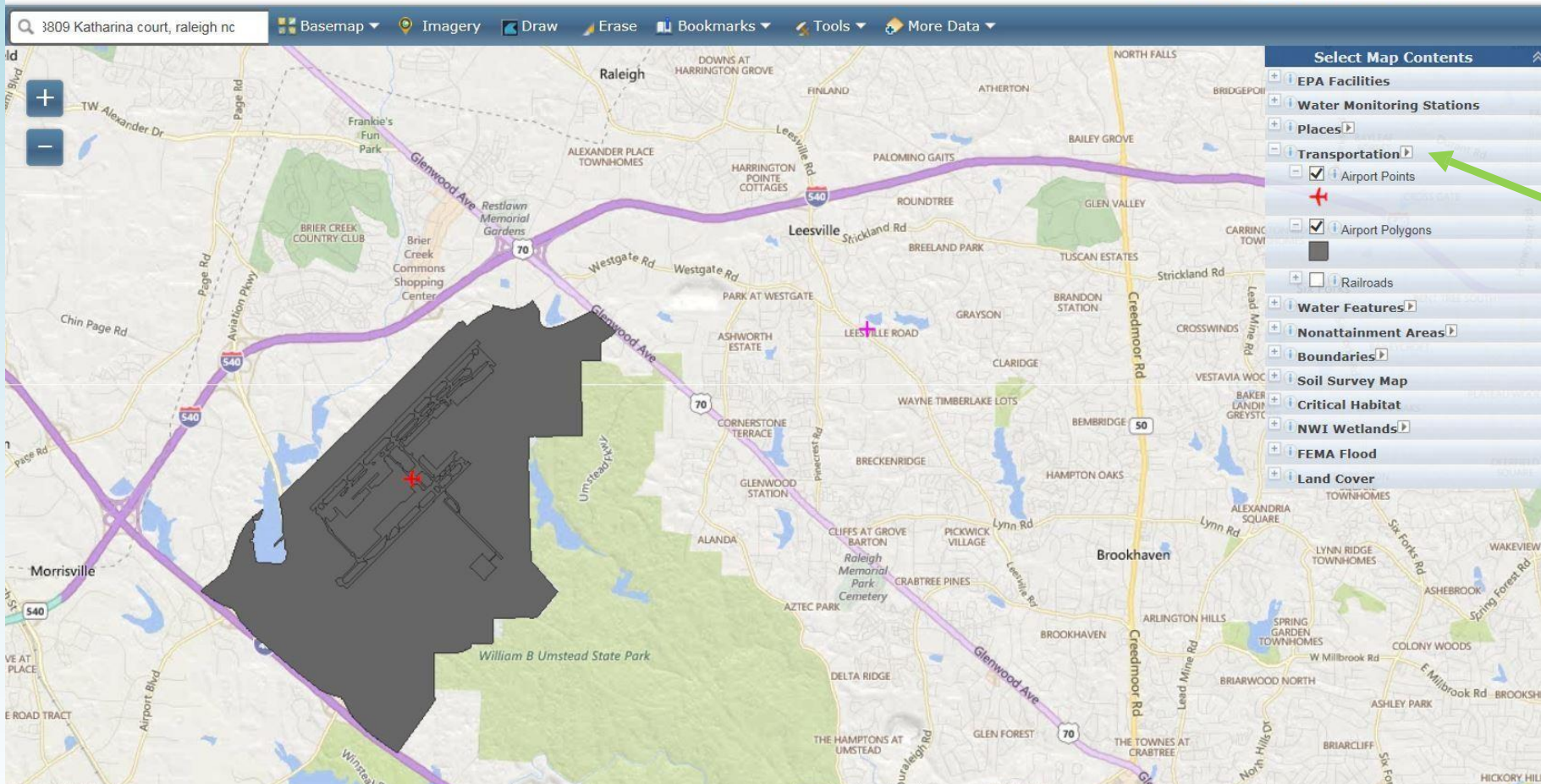
Airport Hazards

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

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAssist

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Turn on Airport
Points and
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Transportation

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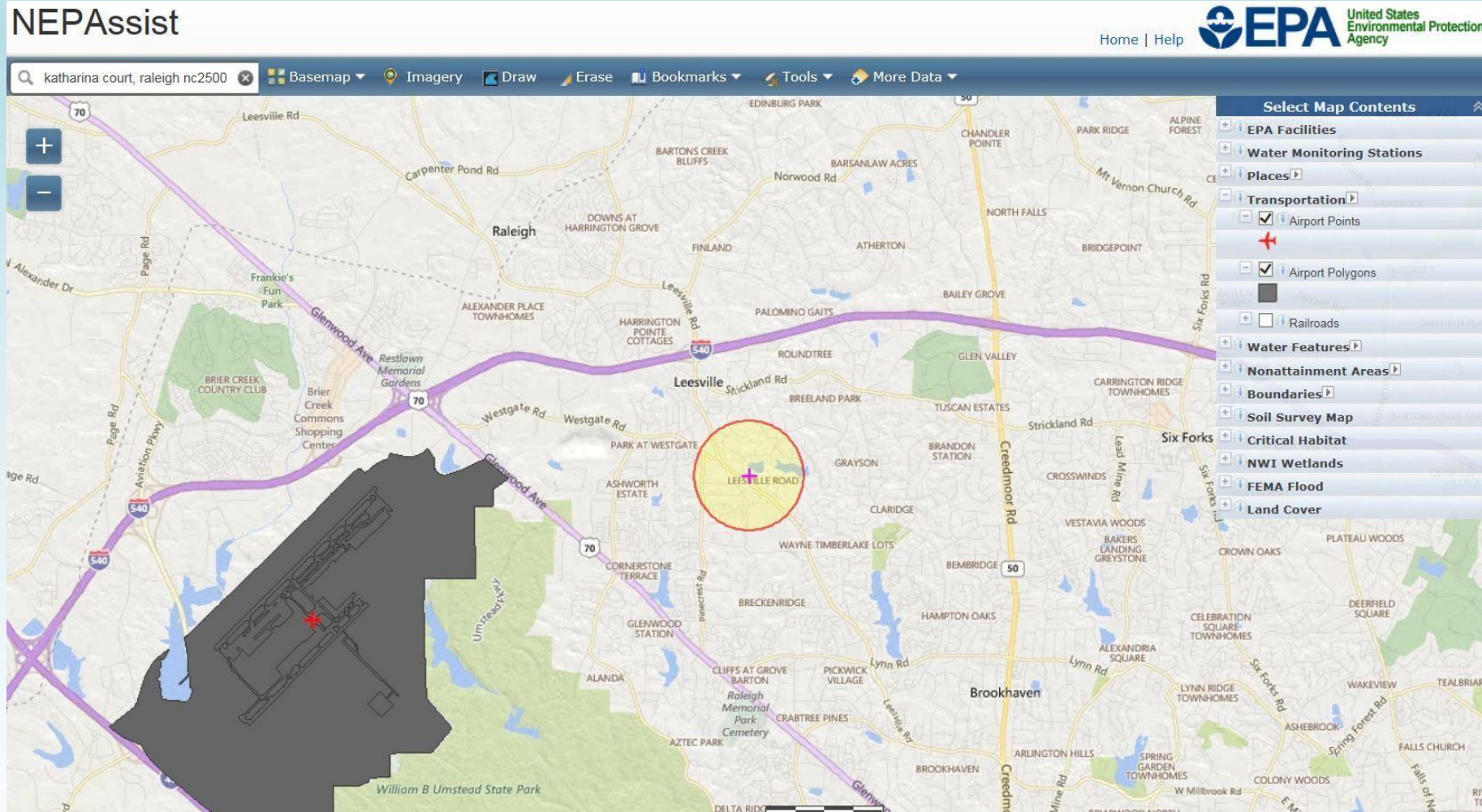
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Airport Hazards

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

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?



Change the buffer distance and make sure that Airport Points and Airport Polygon layers are on

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Airport Hazards

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

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

Search: 8809 katharina court raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Map Coordinates: 35.941232, -78.834944

Map Layers (Select Map Contents):

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
 - ☒ Airport Points
 - ☒ Airport Polygons
 - ☐ Railroads
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Project Details

Name: [Text Box]

Description: 8809 katharina court raleigh nc

Buffer: 15 mi Add to Map

NEPAAssist Report Delete

Left click on the magenta cross, enter buffer distance and unit of measurement, then click “Add to Map”



NORTH CAROLINA

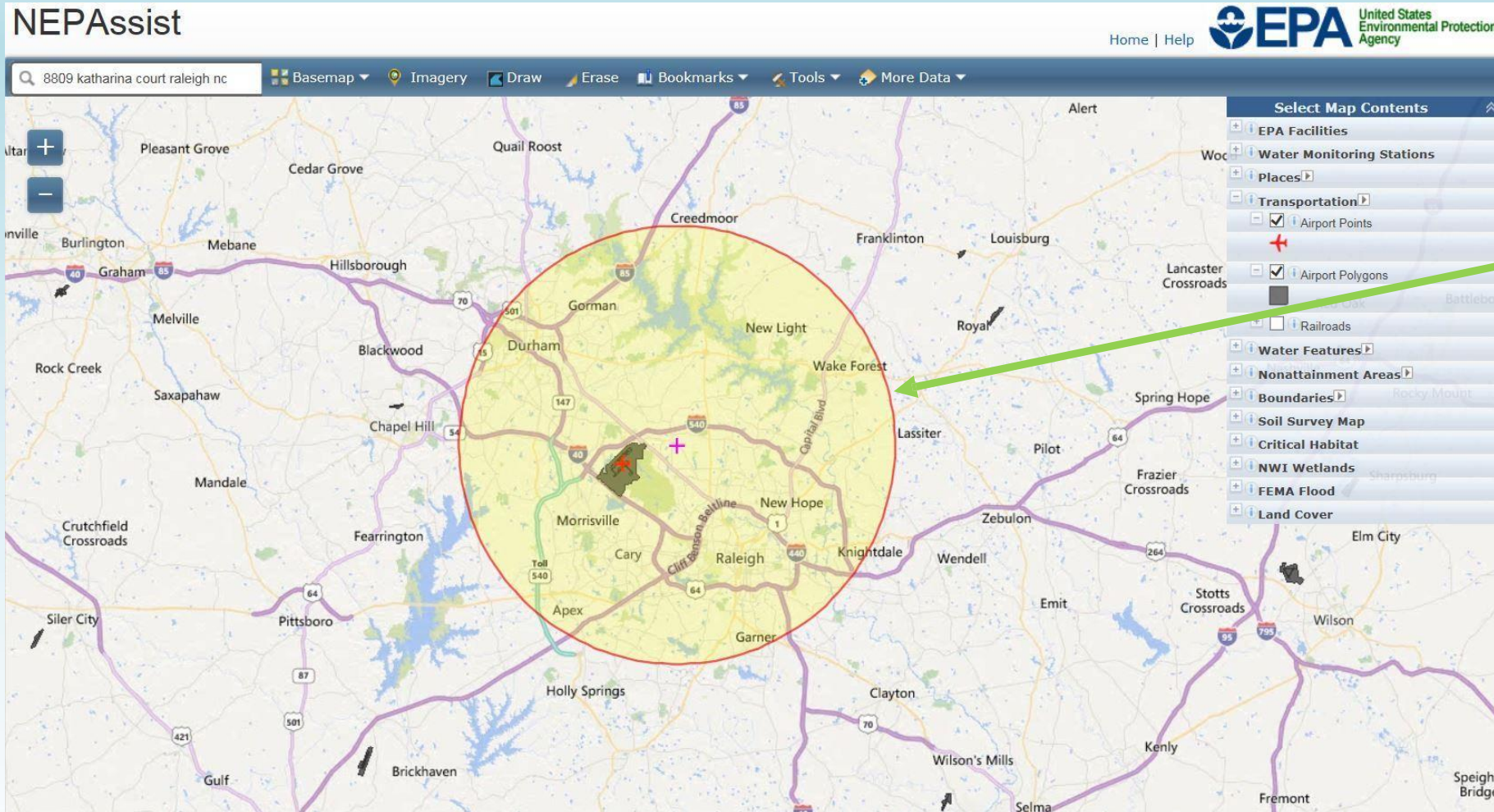
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Airport Hazards

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

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?



Zoom out until the entire buffer is visible. Close the Project Details window before screen capture



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Contamination and Toxic Substances [24 CFR 58.2(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?

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

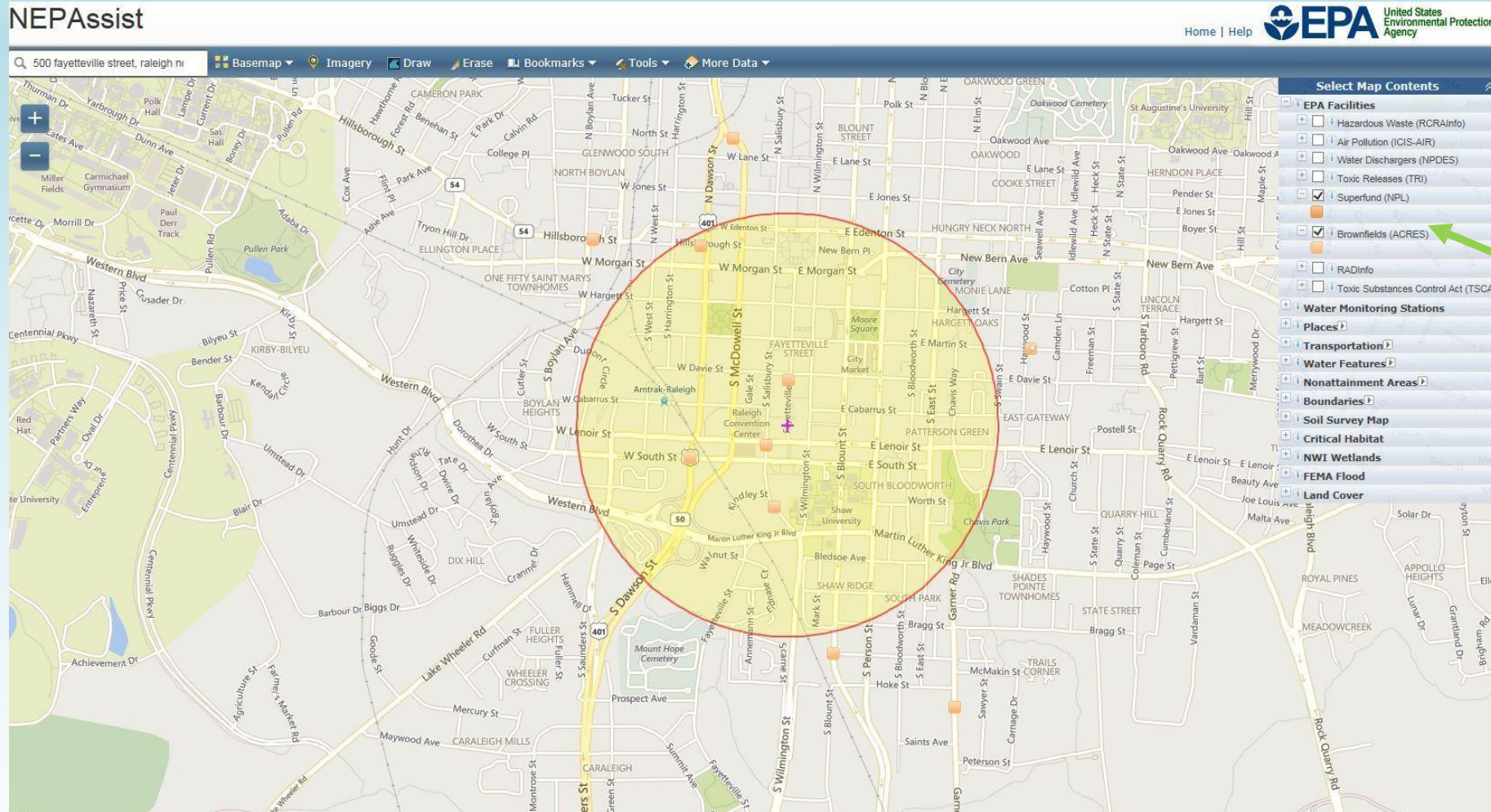
This defaults to
N/A



Contamination and Toxic Substances

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

Is the unit within 3000 feet of a Brownfields or Superfund site?



Change the
buffer distance
and turn on
Brownfields
and Superfund
layers under
EPA Facilities



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Contamination and Toxic Substances

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

Is the unit within 3000 feet of a Brownfields or Superfund site?

NEPAssist

Home | Help



Search: 120 n boylan avenue, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
 - ☐ Hazardous Waste (RCRAInfo)
 - ☐ Air Pollution (ICIS-AIR)
 - ☐ Water Dischargers (NPDES)
 - ☐ Toxic Releases (TRI)
 - ☒ Superfund (NPL)
 - ☒ Brownfields (ACRES)
 - ☐ RADInfo
 - ☐ Toxic Substances Control Act (TSCA)
- Water Monitoring Stations
- Places
- Transportation
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Project Details

Name:

Description: 120 n boylan avenue, raleigh nc

Buffer: 3000 ft Add to Map

NEPAssist Report Delete

Change the buffer distance and turn on Brownfields and Superfund layers under EPA Facilities

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Contamination and Toxic Substances

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

Is the unit within 3000 feet of a Brownfields or Superfund site?

NEPAssist

Home | Help  United States Environmental Protection Agency

120 n boylan avenue, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

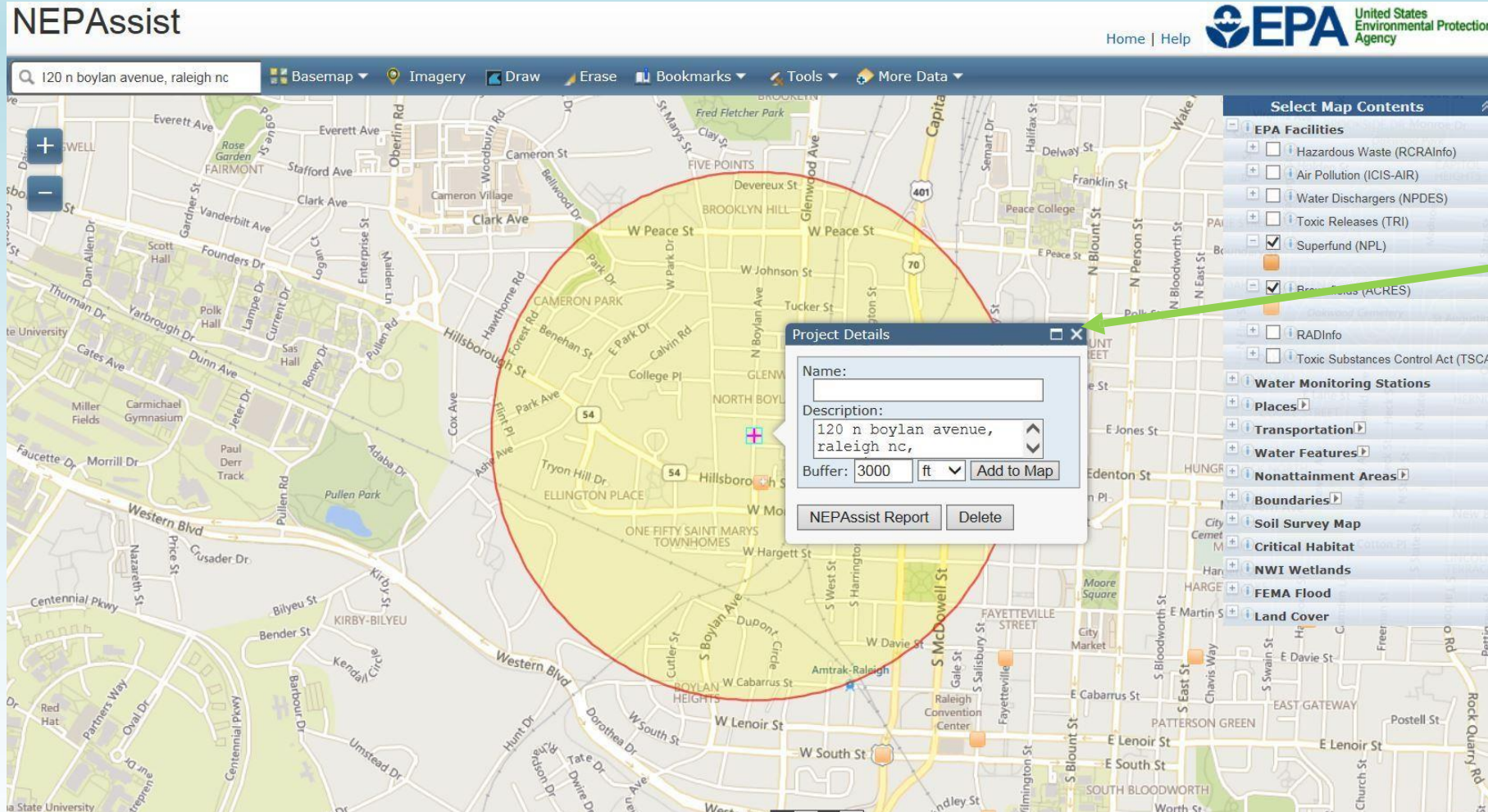
- EPA Facilities
 - ☐ Hazardous Waste (RCRAInfo)
 - ☐ Air Pollution (ICIS-AIR)
 - ☐ Water Dischargers (NPDES)
 - ☐ Toxic Releases (TRI)
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- Boundaries
- Soil Survey Map
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- FEMA Flood
- Land Cover

Project Details

Name:

Description:

Buffer: 3000 ft



Turn off the Project Details window before capturing the screen (site icons can be hidden under the window)

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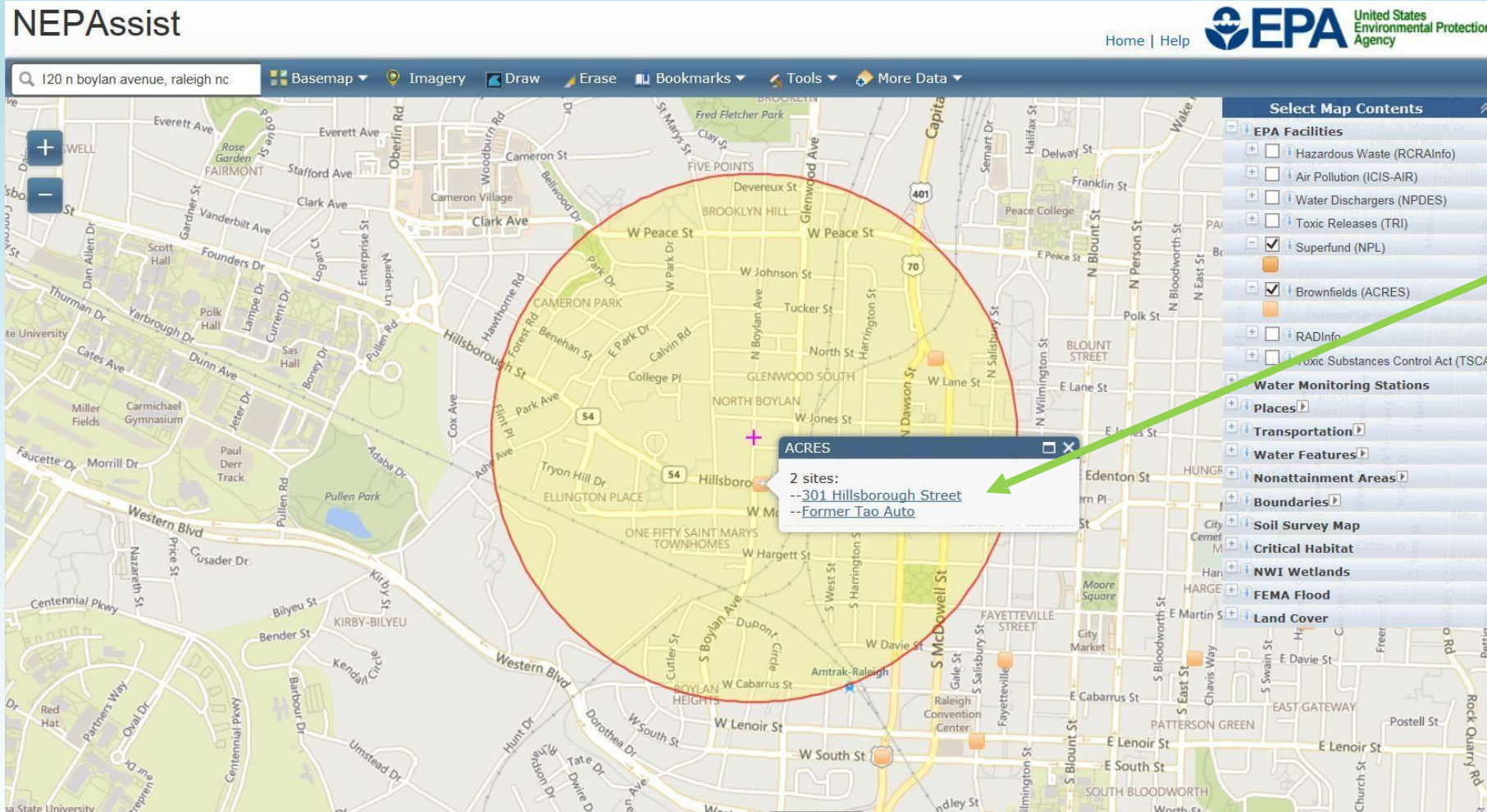
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Contamination and Toxic Substances

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

Is the unit within 3000 feet of a Brownfields or Superfund site?



Click on each site
to get a Facility
Report.
Contact Laura
Altimare or
Mark Lindquist
for instructions.

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Environmental Justice and Completion

Environmental Justice [Executive Order 12898]

NA for single-family owner occupied housing rehabilitation. NA ☐

Report Information

Report Prepared By? John Smith

Prepared Date? 10/10/2018

This defaults to
N/A

Enter your
name and the
date, then click
“Save” and
rejoice!



Menu

- Dashboard
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- Co-Borrower ?
- Property ✓
- Household ✓
- Environmental Screening ✓
- Post-Rehab Value 2**
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 15
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Post-Rehabilitation Property Value Certification

Post-Rehab Value and Valuation Method

Max Property Value	\$223,000
Post-Rehab Value	--
Valuation Method	--

Click on the blue edit box to enter information

There are three methods to determine a Post-Rehab Value:
1) Estimate of Value (Comparable Sales), 2) Tax Assessments of a comparable property, or 3) an Appraisal.

- If you select to use an Estimate of Value or Tax Assessments of a comparable property, please enter the comparable property figure and upload the documentation of the target and the comparable property.
- If you select the Appraisal method, please enter the Appraisal figure and upload the documentation that includes the work to be performed.
- If the Post-Rehab Value is greater than the Max. Property Value, the unit is ineligible.



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Post-Rehab Value and Valuation Method

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 *

120,000

Valuation Method *

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

Estimate of Value (Comparable Sales)

This is a value based on sale prices of comparable properties in the immediate neighborhood, within the prior year. (Member's project file must contain an estimate of value and document the basis for the value estimates)

Tax Assessments

Base valuation on tax assessments of comparable properties located in the same neighborhood. The assessments used must be current and accurately reflect the market values of standard (not deteriorated) properties.

Appraisals

These are appraisals prepared by a licensed fee appraiser or by the Member's staff appraiser. (Member's project file must include a copy of the post-rehab appraisal report.) This method requires the Member to provide the appraiser with the written work write-up for the proposed rehabilitation for the subject property. The SFRLP assistance will be assumed to raise the property to standard level.

Save

Cancel

Enter post-rehab value estimate

Click inside the shaded box to indicate valuation method – must be the same for each unit in the project

Click “Save”



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- Household ✓
- Environmental Screening ✓
- Post-Rehab Value ✓
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- Closing Attorney
- Closing Location
- Settlement Data Sheet
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- Documents 16
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Dashboard

Loan Status

Pending Setup

General

Loan Amount	\$24,000
Assigned Contact	Meagan Jacobs

Important Dates

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

The unit is still in
“Pending Setup”
status

The next menu
item to complete
is “Funding”



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✓

?

✓

✓

✓

✓

1

🔒

🔒

🔒

🔒

🔒

16

🔒

Actions

⚡ Submit Reservation

⚡ Cancel Reservation Setup

Funding

SFRLP Loan Details (Hard Costs)

Requested Amount

\$20,000

Contingency Amount

\$4,000

Amount

\$24,000

Loan Term

96 Months

Other Funding

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

Soft Costs

No Fees or Grants Exist

Edit hard costs (loan)

Add other (non-HFA) funding if applicable

Edit soft costs (grant)



Edit SFRLP Loan

Requested Loan Amount *	20,000
Contingency Amount *	4,000
Amount *	24,000
Term in Months *	96

Edit hard costs (loan)

The Contingency Amount will automatically add 20% of the requested amount up to the maximum

Term will automatically calculate



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✓

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✓

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🔒

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🔒

Settlement Data Sheet

🔒

Invoices

🔒

Requisitions

🔒

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Unit Completion

🔒

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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)

...

Flood Map

(Required)

...

Historical Evaluation Request

(Required)

...

SHPO Response Letter

(Optional)

...

Proof of Flood Insurance

(Required)

...

Click to add document slots

Instructions on uploading files

Pre-filled template available. This document must be generated, signed and uploaded.

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Cancel Reservation Setup

Documents




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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)






Flood Map
(Required)






Historical Evaluation Request
(Required)



SHPO Response Letter
(Optional)



Proof of Flood Insurance
(Required)



Icons for Upload, View and Delete

Number of documents required



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Settlement Data Sheet 🔒

Invoices 🔒

Requisitions 🔒

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Unit Completion 🔒

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HOME Owner Written Agreement
(Required)

Income Eligibility Calculator
(Required)

Historic Property Map
(Required)

Flood Map
(Required)

Historical Evaluation Request
(Required)

SHPO Response Letter
(Optional)

Proof of Flood Insurance
(Required)

Upload the HUD Income Eligibility Calculator that was done during application intake
<https://www.hudexchange.info/incomecalculator/>



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Cancel Reservation Setup

Documents




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HOME Owner Written Agreement
(Required)






Income Eligibility Calculator
(Required)







Historic Property Map
(Required)






Flood Map
(Required)






Historical Evaluation Request
(Required)



SHPO Response Letter
(Optional)



Proof of Flood Insurance
(Required)



Slots turn green after upload

All documents have been uploaded

Click "Submit Reservation"



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Cancel Reservation Setup

Review and Submit

This Reservation has passed all checks and is ready for submission

Borrower

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Submit

Click “Submit”



SFRLP
Sample Homeowner

SFRLP1633
3321 Main Street
Raleigh, NC 27609 - Wake County

9205635-005

Unit Settings
Submitted

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Reservation Submitted

Your reservation has been submitted for review.

Status changes to
“Submitted”

Confirmation
message



What happens next?

- Status “Submitted”- the unit information has been sent to NCHFA for review.
- Status “Reserved” – the unit is under environmental and title review. Funds have been reserved for the unit but are not yet guaranteed. You will be contacted if any questions or need for additional documentation arises.
- Status “Approved” – the unit is now funded. You can start work on soft cost items like work write-ups and bill for those items. Once you finish your procurement process and have a winning contract you can submit your Settlement Data Sheet and closing date / attorney.



Reservation or Environmental Questions?

If you have any problems with portal operations or any stage of the environmental submission process, please contact:

Mark Lindquist

mwlindquist@nchfa.com

919-501-4263

Mike Handley

mghandley@nchfa.com

919-877-5627

