

# Essential Single Family Rehabilitation (ESFR) Loan Pool Portal Unit Complete and Project Closeout



# Review of Portal Basics

Settlement Data Sheets and loan closing details are submitted through the ESFR Loan Pool Portal (Portal)

- Website: <https://www.nchfa.org/LPPortal>
- The portal is optimized for Internet Explorer
- Usernames and Passwords will be emailed. We won't know your password, but can reset it.
- Messages come to everyone with a login by default.

## Request Admin Funds P.G. 2.2.4.3

Administrative funds are limited to 10% of the total amount of Program funds allocated to rehabilitation hard cost plus soft costs on each completed rehabilitated housing unit, up to a maximum of \$4,000.

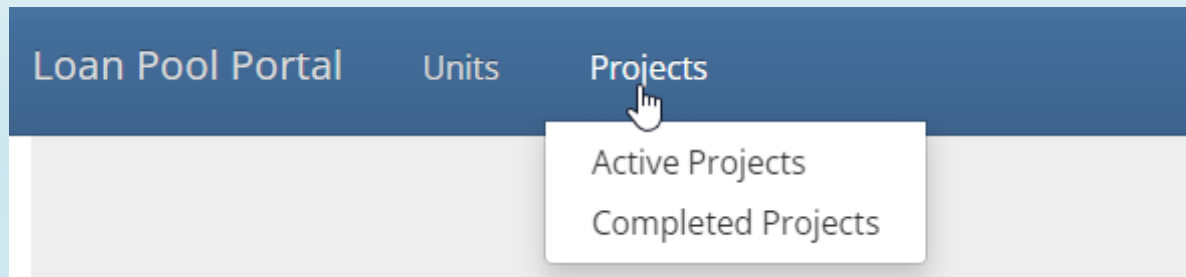
For example, if \$35,000 in Program funds is used for a unit's rehabilitation hard costs and \$6,000 of Program funds is unused for necessary and verifiable soft cost, then up to \$4,000 may be used for administrative project costs.

## Request Admin Funds P.G. 2.2.4.3

**Administrative funds may be used for necessary and documented administrative costs which include:**

- general management, oversight and coordination
- travel and mileage expenses
- project monitoring
- indirect costs, overhead costs related to administration of ESFRLP activities
- ESFRLP project related outreach and intake, advertising and public information

# Request Admin Funds P.G. 2.2.4.3















**A Disbursement Report can be downloaded to view all unit funding for a project, either completed or active.**

# Request Admin Funds P.G. 2.2.4.3

Active Projects

Show  entries Search:

	Project Number	Project Name	Agency Project Number	Project Manager	
	SFRLP2237	WARM (Wilmington Area Rebuilding Ministry)-Duplin 2022	9280426	Donna Coleman	
	SFRLP2238	WARM (Wilmington Area Rebuilding Ministry)-New Hanover 2022	9280427	Dan McFarland	
	SFRLP2133	WARM (Wilmington Area Rebuilding Ministry)-Pender-2021	9273755	Dan McFarland	
	SFRLP2030	WARM (Wilmington Area Rebuilding Ministry)-Brunswick-2020	9265635	Dan McFarland	
	SFRLP1927	WARM (Wilmington Area Rebuilding Ministry)-New Hanover-2019	9252893	Dan McFarland	
	SFRLPDR1719	WARM (Wilmington Area Rebuilding Ministry) Disaster Recovery	9219427	Dan McFarland	

Showing 1 to 6 of 6 entries Previous  Next

Select the project that will need the admin funds disbursed.

# Request Admin Funds P.G. 2.2.4.3

Loan Pool Portal	Units	Projects	
SFRLP		<b>SFRLP2238</b>	9280427-005

Or click on the highlighted project number.

# Request Admin Funds P.G. 2.2.4.3

## Example of Disbursement Report

### Loan Pool Units of Project

**WARM (Wilmington Area Rebuilding Ministry)-New Hanover 2022**

**Project Number: SFRLP2238**

**Project Manager: Dan McFarland**

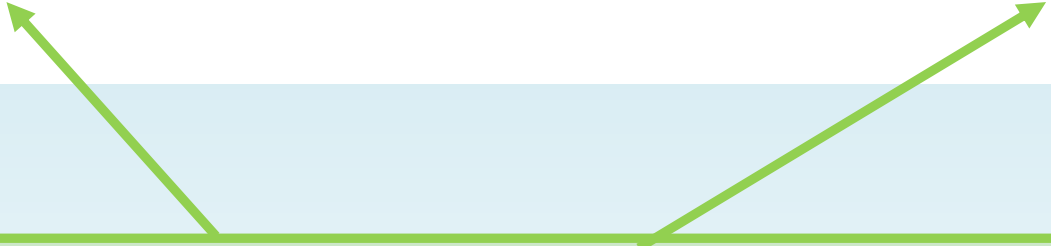
Unit Number	Borrower	Status	Amount			Disbursed			Unit Completion Date	Fees and Grants Type
			Loan	Grant / Fee	Total	Loan	Grant / Fee	Total		
0	Admin	Active	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00		Admin
5	[Redacted]	Closed	\$33,110.00	\$10,000.00	\$43,110.00	\$33,110.00	\$10,000.00	\$43,110.00	5/31/2023	Grant
6		Closed	\$39,590.00	\$10,000.00	\$49,590.00	\$39,590.00	\$10,000.00	\$49,590.00	5/31/2023	Grant
7		Withdrawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	11/2/2022	Grant
8		Closed	\$40,000.00	\$10,000.00	\$50,000.00	\$10,725.00	\$5,500.00	\$16,225.00		Grant
9		Pending Setup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Grant
10		Canceled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4/6/2023	Grant
11		Approved	\$40,000.00	\$10,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00		Grant
12		Canceled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3/13/2023	Grant

This report will show the amount of Admin available and disbursed.



# Request Admin Funds P.G. 2.2.4.3

<b>Organization:</b>	WARM (Wilmington Area Rebuilding Ministry)	<b>Project Number:</b>	SFRLP2238
<b>Project Manager:</b>	Dan McFarland	<b>Project Name:</b>	WARM (Wilmington Area Rebuilding Ministry)-New Hanover 2022
<b>Awarded Amount:</b>	\$800,700	<b>Disbursed Amount:</b>	\$108,925
<b>Admin Funds Awarded:</b>	\$8,000	<b>Admin Funds Disbursed:</b>	\$0
<b>Project Status:</b>	Active		



**Show the Admin Funds Awarded and Admin Funds Disbursed**

# Request Admin Funds P.G. 2.2.4.3

<b>Organization:</b>	WARM (Wilmington Area Rebuilding Ministry)	<b>Project Number:</b>	SFRLP2238
<b>Project Manager:</b>	Dan McFarland	<b>Project Name:</b>	WARM (Wilmington Area Rebuilding Ministry)-New Hanover 2022
<b>Awarded Amount:</b>	\$900,700	<b>Disbursed Amount:</b>	\$108,925
<b>Admin Funds Awarded:</b>	\$8,000	<b>Admin Funds Disbursed:</b>	\$0
<b>Project Status:</b>	Active		

## Menu

- Units
- FAMs
- Admin Invoices**
- Admin Requisitions
- Project Details Report

## Admin Invoices

### Invoices



No invoices have been created.

Select Admin Invoices and add an invoice

# Request Admin Funds P.G. 2.2.4.3

Create a new invoice

<b>Vendor Name *</b>	<input type="text" value="Wilmington Area Rebuilding Ministry, Ir"/>
<b>Total Invoice Amount *</b>	<input type="text" value="8,000"/>
<b>Invoice Date *</b>	<input type="text" value="06/19/2023"/>
<b>Invoice Attachment *</b>	<input type="text" value="Choose File 1.pdf"/>
<b>ReferenceNumber *</b>	<input type="text" value="Test1"/>
<b>Description *</b>	<input type="text" value="Admin Invoice"/>

Create a new invoice by entering the required information.

# Request Admin Funds P.G. 2.2.4.3

Invoices



	Vendor	Amount	Date	Ref#
   	Wilmington Area Rebuilding Ministry, Inc.	\$8,000	06/19/2023	Test1

**Icons for Edit / View PDF / View Summary / Delete**

Wilmington Area Rebuilding Ministry, Inc. - 06/19/2023 - (Ref# Test1)



	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$8,000	\$0	\$0	\$0	\$8,000

Line items have not been defined.

# Request Admin Funds P.G. 2.2.4.3

## Admin Invoices

Invoices



Vendor

Amount Date

Ref#



Wilmington Area Rebuilding Ministry, Inc.

\$8,000 06/19/2023

Test1

Wilmington Area Rebuilding Ministry, Inc. - 06/19/2023 - (Ref# Test1)



Invoice Amount

SFRLP

Other

Total

Remaining Amount



\$8,000

\$0

\$0

\$0

\$8,000

Line items have not been defined.

Click on green plus icon to define line items

# Request Admin Funds P.G. 2.2.4.3

## Edit Requisition Request Line Item

**Vendor** Wilmington Area Rebuilding Ministry, Inc.  
**Invoice Date** 06/19/2023  
**Ref #** Test1  
**Remaining Amount** \$8,000

**Program Funds \***

**Other Funds**

**Admin Cost \***

**Cost Category \***

**Total**

**Description**

- Select ...
- General management, oversight, and coordination
- Indirect costs, overhead costs related to administration of ESFRLP activities
- Project monitoring
- Project related outreach & intake, advertising and public information
- Travel and mileage expenses

Save

Cancel

Enter the admin funds, select Admin Cost and designate the Cost Category line item on the invoice. Click "Save" to complete.

# Request Admin Funds P.G. 2.2.4.3

Admin Invoices

Invoices
+

	Vendor	Amount	Date	Ref#
	Wilmington Area Rebuilding Ministry, Inc.	\$8,000	06/19/2023	Test1

Wilmington Area Rebuilding Ministry, Inc. - 06/19/2023 - (Ref# Test1)
+

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$8,000	\$6,000	\$0	\$6,000	\$2,000

	SFRLP*	Other	Total	Cost Type	Category
	\$4,000	\$0	\$4,000	Admin	General management, oversight, and coordination
	\$2,000	\$0	\$2,000	Admin	Travel and mileage expenses

Click on green plus icon to define additional line items on this invoice.

Summary of amount defined vs. total invoice

# Request Admin Funds P.G. 2.2.4.3

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FAMs
Admin Invoices
Admin Requisitions
Project Details Report

### Admin Invoices

#### Invoices

### Summary Section

	Vendor	Amount	Date	Ref#
	Wilmington Area Rebuilding Ministry, Inc.	\$8,000	06/19/2023	Test1

#### Wilmington Area Rebuilding Ministry, Inc. - 06/19/2023 - (Ref# Test1)

### Detail Section

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$8,000	\$6,000	\$0	\$6,000	\$2,000

	SFRLP*	Other	Total	Cost Type	Category
	\$4,000	\$0	\$4,000	Admin	General management, oversight, and coordination
	\$2,000	\$0	\$2,000	Admin	Travel and mileage expenses

The Project Signatory will select the green checkmark to approve the invoice

**Important Tip:** If the invoice needs to be deleted at this point, you must first delete each icon in the detail section.



# Request Admin Funds P.G. 2.2.4.3

## Menu

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## Admin Requisitions

Requisition Requests



No Requisition Requests have been created.

Select Admin Requisitions and then the green + to create the requisition.

# Request Admin Funds P.G. 2.2.4.3

## Create Requisition Request

Select the requisition items to include in your request.

<input type="checkbox"/>	Vendor	Ref #	Cost	Type	Amount
<input checked="" type="checkbox"/>	Wilmington Area Rebuilding Ministry, Inc.	Test1	General management, oversight, and coordination	Admin	4,000
<input checked="" type="checkbox"/>	Wilmington Area Rebuilding Ministry, Inc.	Test1	Travel and mileage expenses	Admin	2,000

### Summary

Cost Type	Admin Budget	Previously Requested	This Request	Total to Date	Remaining
Admin	8,000	0	6,000	6,000	2,000

Send to Review

Click the items to be included on the requisition, or click on the top box to include all. Multiple invoices can be bundled into a single requisition.

Click "Send to Review"

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# Request Admin Funds P.G. 2.2.4.3



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## Admin Requisitions

### Requisition Requests



	Total	Created	Submitted	Approved
 	\$6,000	06/20/2023		

## Requisition review

Mark Unread

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

Message \*

Save

Cancel

The Requisition has been created and a portal message sent out to remind the Project Signatory to review it. At this point the invoices, line items and requisition cannot be edited.

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# Request Admin Funds P.G. 2.2.4.3

## Submit Requisition Request

**Created** 06/20/2023 by WebDB.mwllindquist

**Submitted** Not submitted

	Vendor	Ref #	Cost	Type	Amount
	Wilmington Area Rebuilding Ministry, Inc.	Test1	General management, oversight, and coordination	Admin	4,000
	Wilmington Area Rebuilding Ministry, Inc.	Test1	Travel and mileage expenses	Admin	2,000

### Summary

Cost Type	Admin Budget	Previously Requested	This Request	Total to Date	Remaining
Admin	8,000	0	6,000	6,000	2,000

### 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 ESFRLP 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).*

*In addition, I certify that I, Jeannie Cariker "JC" Lyle, have been authorized to submit requisitions for this project.*

**The above is true and correct \***

Yes

Submit

Cancel


The Project Signatory clicks the green icon and reviews the invoices and clicks the green checkmark to approve. Certify accuracy, select Yes and Submit. If not accurate, select No and Reject.



# Request Admin Funds P.G. 2.2.4.3

**Menu**

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**Admin Requisitions**

Requisition Requests 

	Total	Created	Submitted	Approved
 	\$6,000	06/20/2023	06/20/2023	

The Requisition has been sent to your NCHFA Case Manager for review.

# Request Admin Funds P.G. 2.2.4.3




<b>Organization:</b>	WARM (Wilmington Area Rebuilding Ministry)	<b>Project Number:</b>	SFRLP2238
<b>Project Manager:</b>	Dan McFarland	<b>Project Name:</b>	WARM (Wilmington Area Rebuilding Ministry)-New Hanover 2022
<b>Awarded Amount:</b>	\$850,700	<b>Disbursed Amount:</b>	\$108,925
<b>Admin Funds Awarded:</b>	\$8,000	<b>Admin Funds Disbursed:</b>	\$0
<b>Project Status:</b>	Active		

Show the Admin Funds Awarded and Admin Funds Disbursed

# Portal Problems?

Your Case Manager will review the Requisition and associated Invoices and advise of any issues

- If they return the Requisition, your invoices and line items will still be available in the portal for you to edit.
- If they approve the Requisition, the date of approval will appear in the portal. The Requisition will be sent on to NCHFA finance for disbursement to your ACH account.

Requisitions				
Requisition Requests 				
	Total	Created	Submitted	Approved
 	\$300	02/14/2019	02/14/2019	02/14/2019

# Portal Problems?

It is important to note that an error in any step requires first deleting any subsequent steps. For example:

- If the wrong Invoice PDF is uploaded and line items are then defined, each line item needs to be deleted before the incorrect Invoice can be deleted.
- If the line items are defined incorrectly and the Invoice is then linked to a Requisition, the Requisition will have to be rejected by your Program Signatory (prior to submission) or your Case Manager (subsequent to submission) before the line items can be edited.

Check each step before you move on to the next one!



# Portal Problems?

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

Mark Lindquist

[mwlindquist@nchfa.com](mailto:mwlindquist@nchfa.com)

919-501-4263

Or your case manager.