

# NCHFA Training Session: Self-Help Loan Pool (SHLP) Program Overview

June 2021

# NC Housing Finance Agency's Mission

To create affordable housing opportunities for North Carolinians whose needs are not met by the market

The screenshot displays the NC Housing Finance Agency website. At the top, a navigation bar includes links for 'NORTH CAROLINA', 'En Español', 'News', 'Events', 'Careers', 'Help', 'Contact Us', and a search icon. Below this, a secondary menu features 'ABOUT US', 'HOME BUYERS', 'CURRENT HOMEOWNERS', 'HOMEOWNERSHIP PARTNERS', 'RENTAL HOUSING PARTNERS', and 'PRESS & INVESTORS'. The main banner area has a large image of a modern house with the text 'Housing Opportunities for North Carolina'. Below the banner, there are two main service sections. The left section, titled 'Are you looking to buy a home or rent an apartment, or a homeowner needing help?', includes three icons: a key for 'GET HELP BUYING A HOME OR RENTING AN APARTMENT', a house with a dollar sign for 'MANAGE YOUR AGENCY LOAN WITH US', and a house with a downward arrow for 'AVOID FORECLOSURE ON YOUR HOME'. The right section, titled 'Do you need help getting more clients into homes or developing affordable apartments?', includes three icons: a person with a magnifying glass for 'LEARN ABOUT OUR MORTGAGE PRODUCTS', a computer monitor with a dollar sign for 'LOG INTO OUR ONLINE LENDER SERVICES', and a document with a checkmark for 'REVIEW THE QUALIFIED ALLOCATION PLAN'. At the bottom of each section are buttons: 'Browse Options', 'Login to eStatus™', and 'Get Help Now' for the left; and 'View Options', 'Sign in to OLS', and 'Access the QAP' for the right.

**Navigation Bar:**

- NORTH CAROLINA
- En Español
- News
- Events
- Careers
- Help
- Contact Us
- Search

**Secondary Menu:**

- ABOUT US
- HOME BUYERS
- CURRENT HOMEOWNERS
- HOMEOWNERSHIP PARTNERS
- RENTAL HOUSING PARTNERS
- PRESS & INVESTORS

**Main Banner:**

## Housing Opportunities for North Carolina

**Left Section: Are you looking to buy a home or rent an apartment, or a homeowner needing help?**

- GET HELP BUYING A HOME OR RENTING AN APARTMENT
- MANAGE YOUR AGENCY LOAN WITH US
- AVOID FORECLOSURE ON YOUR HOME

**Right Section: Do you need help getting more clients into homes or developing affordable apartments?**

- LEARN ABOUT OUR MORTGAGE PRODUCTS
- LOG INTO OUR ONLINE LENDER SERVICES
- REVIEW THE QUALIFIED ALLOCATION PLAN

**Buttons:**

- Browse Options
- Login to eStatus™
- Get Help Now
- View Options
- Sign in to OLS
- Access the QAP

# NC Housing Finance Agency

The North Carolina Housing Finance Agency (NCHFA) is a self-supporting public agency. It has financed over **\$27.6 billion** in affordable homes & apartments.

Instituted by the General Assembly in **1973**, the Agency's sole purpose is to create housing opportunities for North Carolinians whose needs are not met by the market.





# NC Housing Finance Agency

More than **306,000** households have benefited from our investments including:

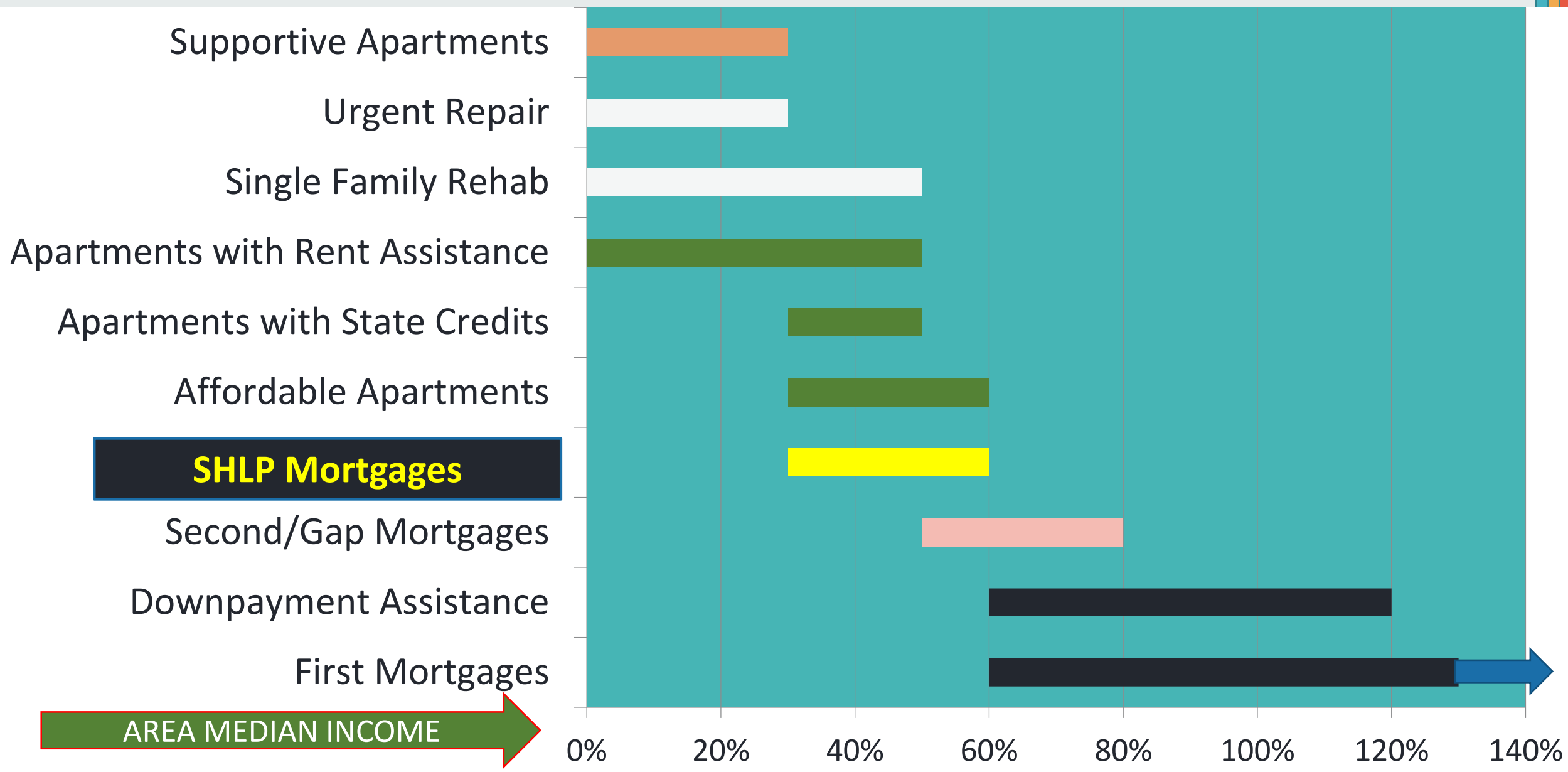
- More than **126,000** home buyers assisted
- Nearly **110,000** Apartment Homes

All **100** counties have improved their housing stock and have benefited from the jobs and tax revenues generated by NCHFA financed projects/programs.





# NCHFA Range of Program & Income Targeting



# What is the Self-Help Loan Pool (SHLP)?

NORTH CAROLINA

HOUSING  
FINANCE  
AGENCY

A self-supporting public agency.  
[HousingBuildsNC.com](https://HousingBuildsNC.com)



Thru the **Self-Help Loan Pool (SHLP)**,  
NCHFA has provided more than  
**\$420 million** in “**Participation Loans**” to  
help **5,000 +** low- and moderate-income  
households buy a home from a SHLP  
Member\*

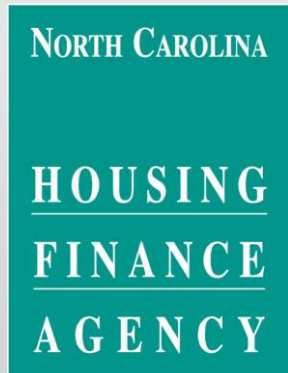
*(\*Habitat for Humanity affiliate or Other Self-Help Housing Group).*





# Self Help Loan Pool (SHLP)

Borrower receives “Participation Loan” funded by  
**SHLP Member / HFH affiliate and**  
**NC Housing Finance Agency**  
to purchase home built/rehabbed by Member



Member uses SHLP \$ to start ***next*** home &  
receives SHLP program-related fee(s) from NCHFA

# Comparison Chart

## HFH home sold w/o SHLP \$

- HFH Affiliate builds or rehabs home for buyer
- HFH finances mortgage & borrower pays HFH back over time (20 - 30 yrs.)



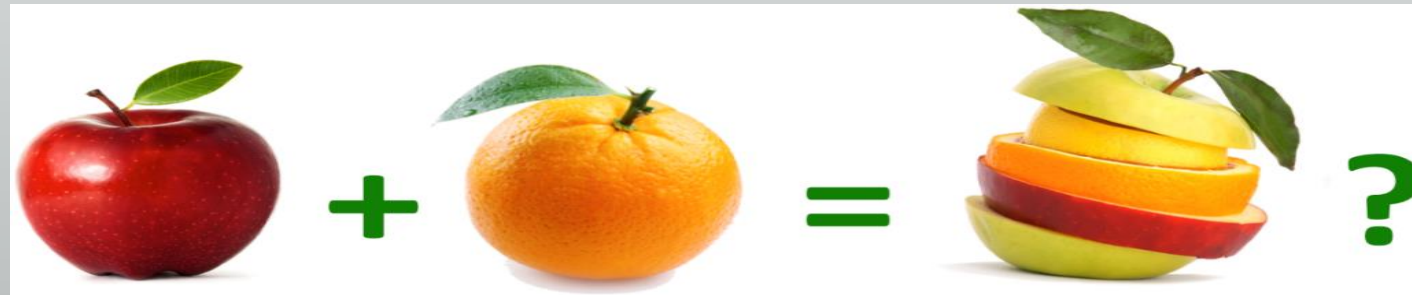
## HFH home sold w/ SHLP \$

- Member/HFH builds or rehabs home for buyer
- **Member submits borrower application for SHLP funds**
- Member/HFH & NCHFA jointly fund **Participation Loan** which is paid back over time (20 - 30 yrs.)
- **NCHFA sends SHLP funds & program-related fees to HFH after loan closing**



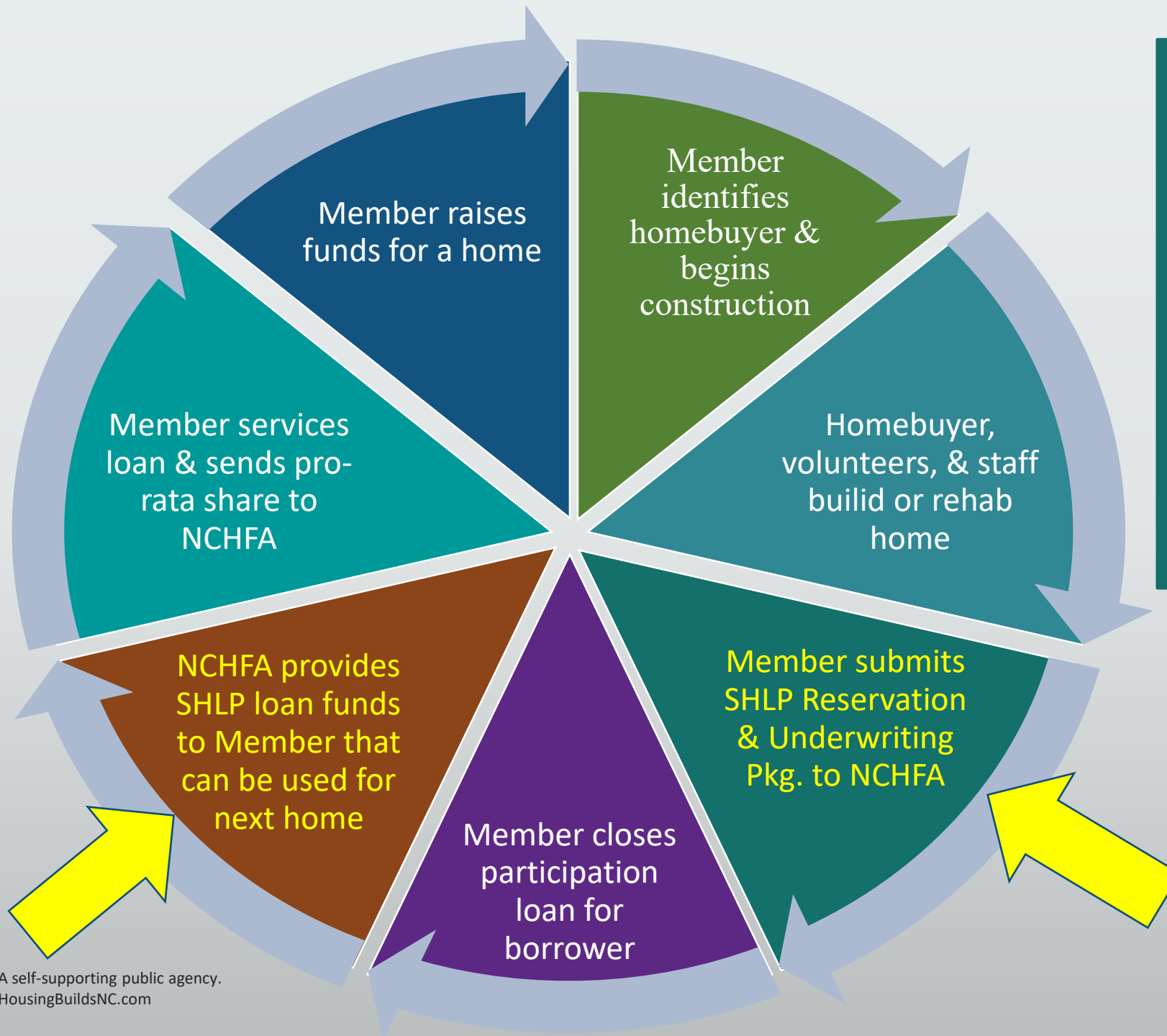
# What is a Participation Loan?

- **Shared 1<sup>ST</sup> or 2<sup>ND</sup> Mortgage** w/ funds provided by Member and NCHFA (\*SHLP Loan)
- One Promissory Note & Deed w/ NCHFA Language
- SHLP loan amortizes at 0% over same term offered by Member
- Single mortgage payment serviced by Member or their Loan Servicer
- Maximum SHLP loan = **\$35,000** or **\$50,000 in Underserved County**
- SHLP Loan cannot be > 50% of the Sales Price
- SHLP Loan cannot be > Member's 1<sup>ST</sup> mortgage





# How the Self-Help Loan Pool Works



NORTH CAROLINA

HOUSING  
FINANCE  
AGENCY

A self-supporting public agency.  
HousingBuildsNC.com

# SHLP Disbursement & Payments to NCHFA

NCHFA pays SHLP Loan funds (\*up to \$35K or \$50K) to Member ***after*** closing which they can use to **START** building the next home.

*\*\*NOTE: SHLP is not intended to provide Members with Operating Support, but to increase the number of home buyers they can serve.*

Borrower makes **one** mortgage payment to Member and they send NCHFA its' share of the payment via ACH.

Borrower payments are governed by **SHLP Participation & Servicing Agreement** which requires Member to make payment to NCHFA even if borrower is late or misses a payment.

# Member Agreements & Compliance Docs

- Annual SHLP Membership Renewal form
- HOME Written Agreement
- **SHLP Participation & Servicing Agreement**
- Four Factor Analysis plus LAP, *if* required
- SystemVision™ Agreement (*\*optional*)
- Current W-9 for organization\*
- ACH enrollment form\*





# SHLP Program Stats from 2018 - 2020

	2020	2019	2018
# Loans Closed	162	178	179
Avg. HH Income	\$30,533	\$29,471	\$29,367
Avg. HH Size	2.85	3.14	3.31
Avg. Sales Price	\$153,770	\$139,500	\$136,033

# How is the SHLP Funded?

NCHFA uses federal **HOME Investment Program \$** from the U.S. Department of Housing & Urban Development (HUD)  
and  
**Program Income**  
(SHLP loan repayments)



# 2021 Funding for SHLP

## Up To \$10 Million Available:

- Max. Loan: **\$35,000 / \$50,000** in an **Underserved County**
- SHLP Loan *cannot* exceed **50%** of Sales Price
- Minimum Member Investment = **\$10,000** (\*for 2<sup>nd</sup> Amortizing Option)
- Member fee = **\$1,500** for each SHLP loan closed

## Loan Cap Per Member:

- Up to **12** loans inside Member's **primary Service County**
- Up to **3** loans in each County **outside** Member's primary



# For SHLP Members Serving a Underserved County

Member can request **up to \$50,000** for **3** home buyers in each Underserved County served. If Member serves more than 3, only \$35,000 will be available.

- Submit Reservation requesting \$35,000 but send a Portal Message requesting up to \$50,000. NCHFA will adjust loan amount.
- Member must also reduce SHLP loan amount back to \$35,000 when submitting Underwriting Package. NCHFA will adjust loan amount.
- Reminder: Affordability period = **15 years** when > **\$40,000**

Amt. SHLP Assistance:	Affordability Period:
More than \$40,000	15 years
\$15,000 to \$40,000	10 years
Less than \$15,000	5 years

# For 2021: SHLP Underserved Counties = 50

Alexander	Davidson	Madison	Rockingham
Alleghany	Davie	McDowell	Rowan
Anson	Edgecombe	Mitchell	Rutherford
Ashe	Franklin	Montgomery	Sampson
Avery	Granville	Nash	Scotland
Bladen	Guilford (outside GSB)	Northampton	Stokes
Brunswick	Halifax	Onslow	Surry
Burke	Haywood	Pasquotank	Vance
Carteret	Hoke	Person	Watauga
Caswell	Jones	Polk	Wilkes
Columbus	Lenoir	Randolph	Wilson
Craven	Lincoln	Richmond	Yadkin
		Robeson	Yancey

# 2021 Funding Summary for SHLP

Options	New Construction	Rehab	<i>SystemVision™ Only</i>
Maximum SHLP Loan Amount	\$35K or \$50 K (amortizing)	\$35K or \$50K (amortizing)	\$1,000 (forgiven over 5 yrs.)
SystemVision Fee	\$4,000 / \$5,000	\$5,000 / \$6,000	\$3,000/\$4,000
Green Building Fee	\$1,000 (Max w/SV)	****	\$1,000 (Max w/SV)
Member Fee	\$1,500	\$1,500	*****
Total (maximum)	\$42,500/\$57,500	\$41,500/\$57,500	\$5,000/\$6,000

# Example A: Standard Funding Package

Sales Price / Appraised Value: \$125,000

**Member Shared 1st**      **\$ 90,000** amortizing @ 0% (72%)

**NCHFA/SHLP Shared 1st**      **35,000** amortizing @ 0% (**28%**)

Other Contribution(s)      \*\*\*

Total Funding:      \$125,000

Borrower PI PMT =      **\$520.83** (20 yr.) to **\$347.22** (30 yr.)

SHLP Member =      \$375.00 to \$250.00 (72% of PMT)

NCHFA =      **\$145.83** to **\$ 97.22** (28% of PMT)



# Example B: Standard Funding Package

Sales Price / Appraised Value: \$125,000

**SHLP Member / Shared 1st** \$ 65,000 amortizing @ 0% (52%)

**NCHFA-SHLP / Shared 1st** 35,000 amortizing @ 0% (28%)

**SHLP Member / Soft 2<sup>nd</sup>** 25,000 deferred @ 0% (20%)

Total Funding: \$125,000

Combined Borrower PI PMT = \$416.67 (20 yr) to \$277.78 (30 yr)

SHLP Member share = \$270.84 to \$180.56 (52% of PMT)

NCHFA share = \$145.83 to \$ 97.22 (28% of PMT)

# Alternate 1<sup>st</sup> Mortgage Options

First Bank & USDA 502-Direct

# Alternate 1ST Mortgage Option: **FIRST BANK**

- **First Bank** started working with **HFH of the NC Sandhills** (Aberdeen)
- Expanded commitment announced at Camp Habitat: (Sept. 2019)
- Providing **2%** financing for interested SHLP Members to combine w/ HFH and NCHFA shared 2<sup>ND</sup> Mortgage financing
- SHLP Member provides a ***deferred* 3<sup>RD</sup> mortgage** to cover interest to be paid to First Bank that is forgiven over time.
- Other SHLP Members using First Bank \$ include Alamance County HFH and HFH of the Catawba Valley.

**FIRST BANK**

# 2nd Amortizing Funding Option w/ FIRST BANK

Sales Price

\$125,000

Alternate 1st Mortgage Lender: First Bank

**\$ 65,000** amortizing @ 2%

**SHLP Member / Shared 2nd**

**10,000** amortizing @ 0%

**NCHFA-SHLP / Shared 2nd**

**35,000** amortizing @ 0%

**SHLP Member / 3<sup>rd</sup> Mortgage**

**15,000 deferred\*** @ 0%

Total Funding:

\$125,000

Borrower PI PMT = **\$516.32** (20 yr) “Zero Equivalent” loan



# Alternate 1ST Mortgage Option: **FIRST BANK**

For more information, contact:

**First Bank contact:**

**Ashley Eubanks**

**919-796-9931**

[aeubanks@localfirstbank.com](mailto:aeubanks@localfirstbank.com)

**FIRST BANK**

**HFH of North Carolina**

**State Support Office**

**(919) 258-8685**



# Alternate 1<sup>ST</sup> Mortgage Option: **USDA 502 Direct**

The **USDA 502 Direct** program provides **100%** financing for eligible low- and moderate-income home buyers in rural communities.

USDA charges **interest** based on borrowers ability to pay; can go as low as 1% for up to 38 yrs. Max. rate is usually between 3-4%. Adjusted based on income.

SHLP Members using USDA 502 Direct

- **Union-Anson County HFH**
- **Cape Fear HFH**



# SystemVision™ Only funding option w/ USDA

Sales Price	\$125,000	
<b>Alternate 1<sup>st</sup> Mortgage Lender/USDA</b>	<b>\$ 125,000</b>	amortizing @ 1% to 3.5% for 33-38 yrs.
<b>SHLP Member:</b>	*****	(possible equity lien)
Total Funding:	\$ 125,000	
Borrower PI PMT	USDA 502 =	<b>\$ 329.60</b> (1% for 38 yrs.)
	HFH & NCHFA =	\$ 347.22 (0% for 30 yrs.)

## OPTIONAL: NCHFA -SHLP/ SystemVision™ Only

- \$1,000 in DPA to Borrower\*
- \$3K (New) or \$4K (Existing) certification fee to HFH Affiliate\*\*

**\*1**

\*4

\*5



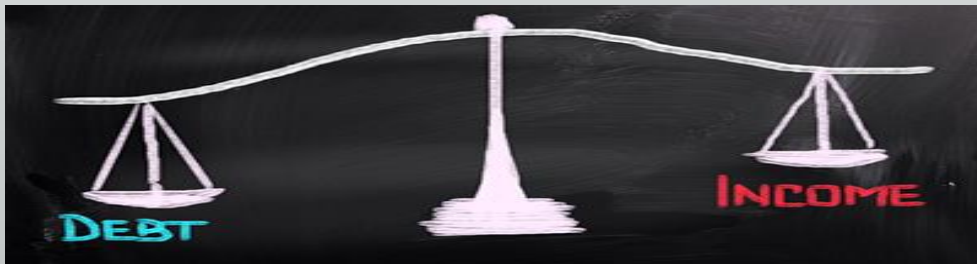
**For more info, contact a  
USDA-RD Field Office**

# Eligible Home Buyers & Home Buyer Education Requirements



# Eligible Home Buyers

- Cannot exceed **80% AMI** (Area Median Income).
- *NOTE: HH income set when sales contract signed.*
- Max. Housing Ratio = **32%** of gross monthly income
- Max, Debt to Income Ratio = **43%** of gross monthly income





# Household Income & Sales Price Limits

County	80% Area Median Income Limit by Number of Household Members for 2019								2019 Sales Price Limits	
	One Person	Two Person	Three Person	Four Person	Five Person	Six	Seven Person	Eight Person	Existing Properties	Newly Constructed
Albemarle	\$33,950	\$38,800	\$43,650	\$48,500	\$53,350	\$58,200	\$63,050	\$67,900	\$134,000	\$227,000
Alexander	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Alleghany	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Anson	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Ashe	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Avery	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Beaufort	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Bertie	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Bladen	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Brunswick	\$37,150	\$42,450	\$47,750	\$53,050	\$58,350	\$63,650	\$68,950	\$74,250	\$152,000	\$261,000
Buncombe	\$37,200	\$42,500	\$47,800	\$53,100	\$58,400	\$63,700	\$69,000	\$74,300	\$152,000	\$261,000
Burke	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Cabarrus	\$44,250	\$50,600	\$56,950	\$63,300	\$69,650	\$76,000	\$82,350	\$88,700	\$192,000	\$227,000
Caldwell	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Camden	\$42,200	\$48,200	\$54,200	\$60,200	\$66,200	\$72,200	\$78,200	\$84,200	\$204,000	\$227,000
Carteret	\$37,650	\$43,000	\$48,400	\$53,750	\$59,150	\$64,550	\$69,950	\$75,350	\$221,000	\$227,000
Caswell	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Catawba	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Chatham	\$47,500	\$54,300	\$61,100	\$67,900	\$74,700	\$81,500	\$88,300	\$95,100	\$240,000	\$261,000
Cherokee	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Chowan	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Clay	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Cleveland	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Columbus	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Craven	\$36,200	\$41,400	\$46,600	\$51,800	\$57,000	\$62,200	\$67,400	\$72,600	\$152,000	\$227,000
Cumberland	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Currituck	\$44,450	\$50,800	\$57,150	\$63,500	\$69,850	\$76,200	\$82,550	\$88,900	\$235,000	\$273,000
Dare	\$37,950	\$43,350	\$48,750	\$54,150	\$59,550	\$64,950	\$70,350	\$75,750	\$295,000	\$295,000
Davidson	\$33,800	\$38,600	\$43,400	\$48,200	\$53,000	\$57,800	\$62,600	\$67,400	\$132,000	\$227,000
Davie	\$34,650	\$39,600	\$44,550	\$49,500	\$54,450	\$59,400	\$64,350	\$69,300	\$168,000	\$227,000
Duplin	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Durham	\$47,500	\$54,300	\$61,100	\$67,900	\$74,700	\$81,500	\$88,300	\$95,100	\$232,000	\$261,000
Edgecombe	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Forsyth	\$34,650	\$39,600	\$44,550	\$49,500	\$54,450	\$59,400	\$64,350	\$69,300	\$134,000	\$227,000
Franklin	\$51,950	\$59,350	\$66,750	\$74,150	\$81,550	\$88,950	\$96,350	\$103,750	\$227,000	\$237,000
Gaston	\$44,250	\$50,600	\$56,950	\$63,300	\$69,650	\$76,000	\$82,350	\$88,700	\$192,000	\$227,000
Gates	\$35,850	\$41,000	\$46,150	\$51,300	\$56,450	\$61,600	\$66,750	\$71,900	\$132,000	\$227,000
Graham	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Granville	\$35,500	\$40,550	\$45,600	\$50,650	\$55,700	\$60,750	\$65,800	\$70,850	\$180,000	\$227,000
Greene	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Guilford	\$34,350	\$39,250	\$44,150	\$49,050	\$53,950	\$58,850	\$63,750	\$68,650	\$139,000	\$227,000
Halifax	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Harnett	\$35,950	\$41,100	\$46,250	\$51,400	\$56,550	\$61,700	\$66,850	\$72,000	\$138,000	\$227,000
Haywood	\$32,850	\$37,550	\$42,250	\$46,950	\$51,650	\$56,350	\$61,050	\$65,750	\$179,000	\$227,000
Henderson	\$37,200	\$42,500	\$47,800	\$53,100	\$58,400	\$63,700	\$69,000	\$74,300	\$242,000	\$242,000
Hertford	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Hoke	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$227,000
Hyde	\$30,950	\$35,350	\$39,750	\$44,150	\$48,550	\$52,950	\$57,350	\$61,750	\$132,000	\$261,000
Iredell	\$39,600	\$45,250	\$50,900	\$56,550	\$62,200	\$67,850	\$73,500	\$79,150	\$185,000	\$231,000

Current Household Income & Sales Price Limits can be downloaded from the **Forms & Resources** page on the NCHFA website:

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/self-help-loan-pool/forms-and-resources>

# Home Buyer Education & Counseling Requirements

**All** SHLP borrowers must:

- Complete at least **6 hrs. of Home Buyer education** (*in-person or online*) from an approved provider
- Receive at least **2 hrs. of Pre-purchasing counseling** (*in-person, by phone or video chat*) from a certified housing counselor

Both must be provided within 12 months of anticipated closing date.

If not, supplemental education will be required and must be provided by an approved provider.



# Recertification Form

Recertification Form:

Supplemental Home Buyer Education Completed

Loan pool borrowers who completed an approved Home Buyer Education course more than 12 months ago must receive Supplemental Home Buyer Education provided by a certified housing counselor.

\*\*\*\*\*

Loan Pool Borrower: \_\_\_\_\_

Anticipated Closing Date: \_\_\_\_\_

Certified Housing Counselor: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

I certify that the Loan Pool Borrower listed above received **Supplemental Home Buyer**

# HUD Rule Effective: AUG. 1, 2021

Resources and assistance to support HUD's community partners



**HUD EXCHANGE**  
Secretary Ben Carson

Programs ▾

Resources ▾

Trainings

Program Support ▾

Email Updates

Grantees ▾

## Housing Counseling: New Certification Requirements Final Rule

### Overview of the Housing Counseling: New Certification Requirements Final Rule

HUD published the Final Rule for Housing Counseling Certification in the Federal Register on December 14, 2016. This rule implements statutory requirements that housing counseling required under or provided in connection with all HUD programs will be provided by HUD Certified Housing Counselors. With the new certification requirements, the benefits to the renter, the prospective homebuyer, or the existing homeowner are increased assurance of a more knowledgeable housing counselor providing more effective housing counseling services. HUD expects that more knowledgeable housing counselors will lead to better identification of housing issues, more knowledgeable referrals and resolution of barriers, and a greater ability to avoid scams. The rule provides guidance for agencies who are required to have housing counseling certified staff as well as new regulations prohibiting the distribution of HUD Housing Counseling Program grant funds to agencies convicted of election law violations or misusing those funds in a manner that constitutes a material violation of HUD requirements. ***Some of the requirements are in effect 30 days after the rule publication. Counselors have up to 36 months after the date that the HUD housing counselor certification examination becomes available, which was published in a separate Federal Register Notice to comply with the Certification requirement.***

The following includes the *key provisions* of the Final Rule and the timing associated each provision:

### Resources

The following are links to additional information about the Housing Counseling: New Certification Requirements Final Rule:

[Press Release](#)

[Federal Register Notice](#)

[List of programs covered by the Final Rule](#)

[HUD Housing Counseling Agency Approval Process](#)

[Chart of Key Provisions and Dates](#)

NORTH CAROLINA

HOUSING  
FINANCE  
AGENCY



# Prep for HUD Rule

Changes once **HUD Rule** takes effect on **AUGUST 1, 2021:**

- **Home Buyer Education** completed *must* be HUD-approved or overseen by a HUD-certified housing counselor
- **Pre-purchase Counseling** received *must* be provided by a HUD-certified Counselor working at a HUD-approved housing counseling Agency

*NOTE: SHLP Member continues to provide education/counseling services but these will be considered supplemental.*





# Online Home Buyer Education Option:



NCHFA is offering eHome America, a HUD-approved online home buyer education course, to potential SHLP borrowers at a special price of **\$35.00**. After completing the course, borrowers will receive a Certificate of Completion.

Click on the following link to get started:

[https://nchfa.ehomeamerica.org/sponsor\\_user/sponsor\\_main](https://nchfa.ehomeamerica.org/sponsor_user/sponsor_main)



# Eligible Properties

# Maximum Sales Price

- Sales Prices can't exceed **Maximum set by HUD's HOME Program**
- Different Sales Price Limits based on **type of home**: New vs. Existing
- Sale Price Limits varies **by County**



## Household Income & Sales Price Limits

Current Household Income & Sales Price Limits can be downloaded from the **Forms & Resources** page on the NCHFA website:

<https://www.nchfa.com/homeowners-hip-partners/community-partners/community-programs/self-help-loan-pool/forms-and-resources>

County	80% Sales Median Income Limit by Number of Household Members for 2019								2019 Sales Price Limits	
	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person	Existing Properties	Newly Constructed
Alamance	\$33,950	\$38,800	\$41,650	\$48,500	\$52,400	\$56,300	\$61,200	\$64,050	\$154,000	\$227,000
Alexander	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Allegany	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Anson	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Ashe	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$157,000	\$227,000
Avery	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$171,000	\$227,000
Beaufort	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Bertie	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Bladen	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Brunswick	\$37,150	\$42,450	\$47,750	\$53,050	\$58,350	\$63,650	\$68,950	\$70,100	\$209,000	\$227,000
Buncombe	\$37,100	\$42,500	\$47,900	\$53,300	\$58,700	\$64,100	\$69,500	\$70,100	\$251,000	\$227,000
Burke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Cabarrus	\$44,150	\$50,600	\$56,900	\$63,400	\$68,800	\$73,300	\$78,400	\$83,450	\$192,000	\$227,000
Caldwell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Camden	\$42,100	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550	\$204,000	\$227,000
Carteret	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$62,350	\$66,650	\$70,950	\$221,000	\$227,000
Ceswell	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Catawba	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$157,000	\$227,000
Chatham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$240,000	\$264,000
Cherokee	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Chowan	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Clay	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$166,000	\$227,000
Cleveland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Columbus	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Craven	\$36,200	\$41,400	\$46,550	\$51,700	\$55,850	\$60,000	\$64,150	\$68,250	\$152,000	\$227,000
Cumberland	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Currituck	\$44,450	\$50,800	\$57,150	\$63,450	\$68,550	\$73,650	\$78,700	\$83,800	\$255,000	\$273,000
Dare	\$37,950	\$43,350	\$48,750	\$54,150	\$58,300	\$62,850	\$67,150	\$71,500	\$295,000	\$295,000
Davidson	\$33,800	\$38,600	\$43,450	\$48,250	\$52,100	\$56,000	\$59,850	\$63,700	\$152,000	\$227,000
Davie	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$65,350	\$168,000	\$227,000
Duplin	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Durham	\$47,500	\$54,300	\$61,100	\$67,850	\$73,300	\$78,750	\$84,150	\$89,600	\$232,000	\$261,000
Edgecombe	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Forsyth	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$65,350	\$154,000	\$227,000
Franklin	\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900	\$227,000	\$237,000
Gaston	\$44,150	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450	\$192,000	\$227,000
Gates	\$35,850	\$41,000	\$46,100	\$51,200	\$55,300	\$59,400	\$63,500	\$67,600	\$152,000	\$227,000
Graham	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Granville	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900	\$180,000	\$227,000
Greene	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Guilford	\$34,150	\$39,250	\$44,150	\$49,050	\$53,000	\$56,900	\$60,850	\$64,750	\$159,000	\$227,000
Halifax	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Harnett	\$35,950	\$41,100	\$46,250	\$51,350	\$55,300	\$59,400	\$63,700	\$67,800	\$158,000	\$227,000
Haywood	\$32,850	\$37,750	\$42,550	\$46,900	\$50,750	\$54,450	\$58,200	\$61,950	\$179,000	\$227,000
Henderson	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$242,000	\$242,000
Hertford	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Hoke	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$152,000	\$227,000
Hyde	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,800	\$58,350	\$261,000	\$261,000
Iredell	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600	\$70,150	\$74,650	\$185,000	\$234,000

# Required Property Inspections

## NEW CONSTRUCTED HOMES:

- Certificate of Occupancy



## EXISTING HOMES (\*including “Recycled” Habitat Homes):

- Home Inspection by N.C. Licensed Inspector
- Minimum Housing Code Inspection or HQS Inspection



# Required Inspection for New Homes

- **Certificate of Occupancy (CO)** → Meets HUD Property Standard & certifies home built to current NC building code & local zoning regulations
- New homes with a CO that have been ***unoccupied*** for less than 12 months are eligible.
- New homes with a CO that are unoccupied for 12 or more months will be considered Existing Homes (\*per HUD).

## *NOTE:*

- *New home must have access to a public road or a private road with HOA for maintenance*

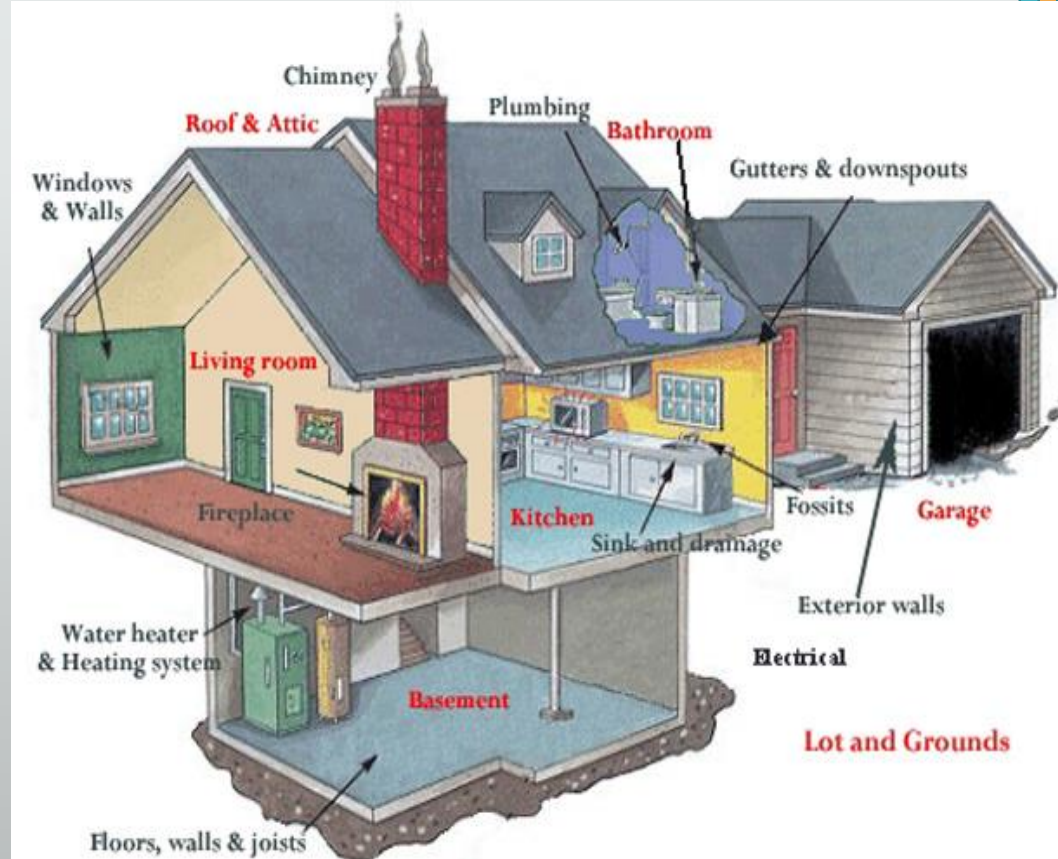


# Required Inspections for Existing Homes

## Home Inspection by NC licensed Inspector

- Evaluation of condition of home & major building systems
- Goal: to identify deferred maintenance issues and major/moderate deficiencies (moisture penetration, structural, non-functioning systems, etc.)
- Must fix threats to the property &/or the borrower

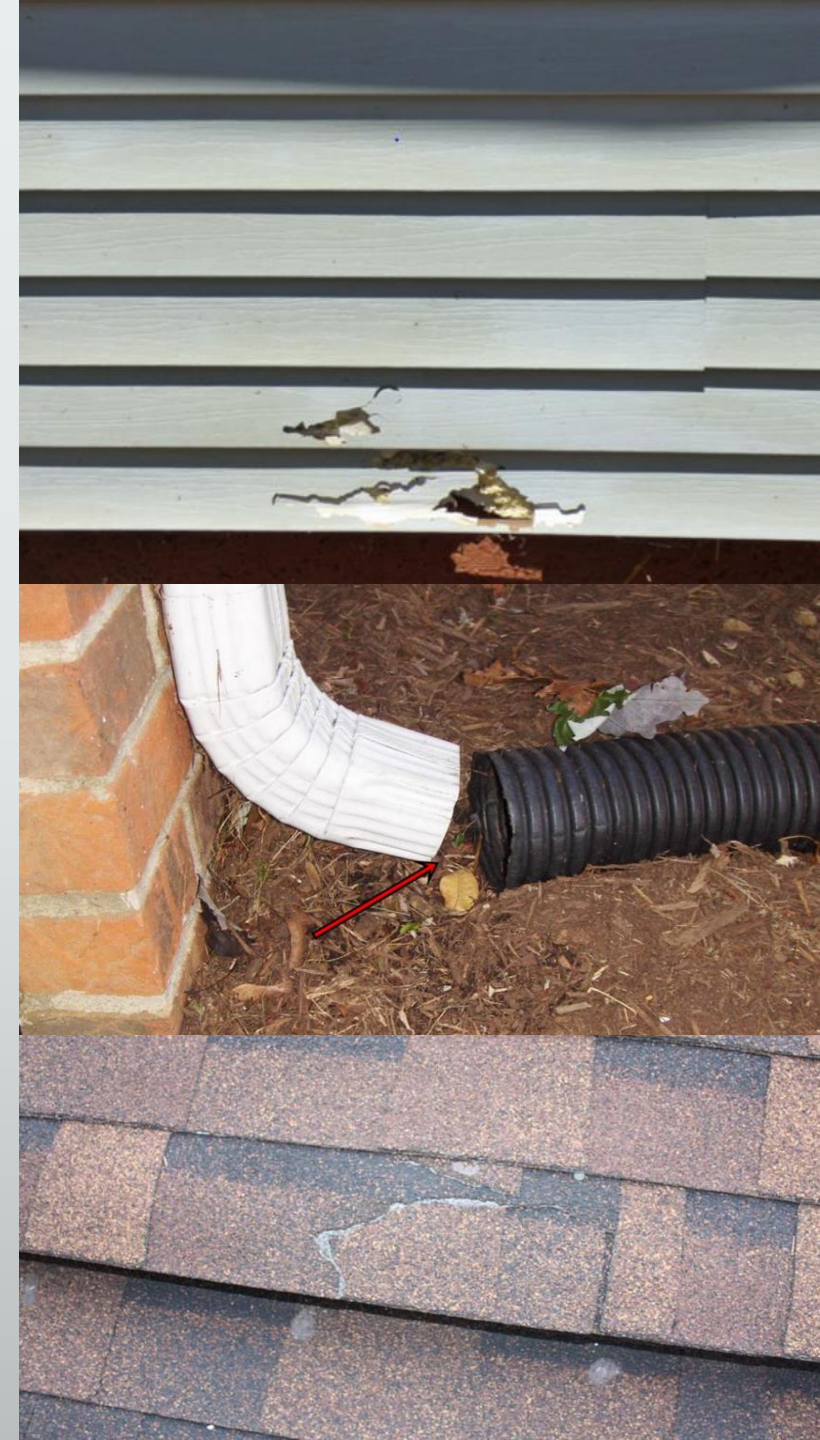
Includes “**Recycled Homes**” built by Member & being sold to a new Home Buyer





# Needed Repairs: Use Common Sense

- Holes in the exterior siding could cause a potential \_\_\_\_\_ problem.
- Broken windows should be repaired because they are a \_\_\_\_\_ concern.
- Excessive moisture in the crawlspace would require a \_\_\_\_\_.
- Damaged shingles on the roof with exposed nails are a sign of \_\_\_\_\_.
- A missing gutter or downspout may cause excessive \_\_\_\_\_ flow around the home and into the crawlspace.
- Exposed wiring in the unit should be repaired by an \_\_\_\_\_.





# Required Inspections for Existing Homes

**For homes > 10 yrs. Old:** Major systems (roof, hot water heater & HVAC) must have *at least 5 yrs. usable life* as per HUD



**GOAL:** To avoid major repair expenses in first 5 yrs. of ownership

# RESOURCE: Major Systems Life Expectancy Chart

## Life Expectancy & Replacement Cost of Major Building Systems

**Approximate Total Useful Life**

- Water Heater:
  - 8 to 12 Years
- Heat Pump:
  - 14 to 16 Years
- Roof:
  - 3 Tab: 15 to 18 Years
  - Architectural: 24 to 30 Years
- Siding:
  - Wood: 20 to 40 years (if maintained)
  - Vinyl: 25 to 50 years
  - Hardi/Cement: 45 to 50 years
- Water Supply Lines:
  - Copper/Galv: 50 to 70 years
  - Polybutylene: REPLACE! Common in 70's and 80's era homes, but recalled. Gray pipe w/ copper or plastic fittings
  - PEX: 40 years
- Rewiring A House:
  - Aluminum: REPLACE! 55 times more likely to have an electrical fire
  - Copper: 100 years for wire, but insulation will deteriorate



NORTH CAROLINA HOUSING FINANCE AGENCY

Download from **CPLP Forms & Resources** page on NCHFA website:

- <https://www.nchfa.com/homeownership-partners/community-partners/community-programs/community-partners-loan-pool/forms-and-resources>



# Required Inspections for Existing Homes

## Minimum Housing Code Inspection

- To identify health & safety threats to living in property (*\*trip hazards, peeling paint, absence of railings, shock threats, pest access, mold, ability to heat food, etc.*).
- **NOTE: IF no Minimum Housing Code, a **Housing Quality Standards (HQS) Inspection** can be substituted using HUD form 52580-A or 52580**

What will harm or kill the occupants?  
Does everything actually work?

### Inspection Form Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 04/30/2018)

Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

PHA		Tenant ID Number		Date of Request (mm/dd/yyyy)	
Inspector		Date Last Inspection (mm/dd/yyyy)		Date of Inspection (mm/dd/yyyy)	
Neighborhood/Census Tract		Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection		Project Number	
<b>A. General Information</b>					
Street Address of Inspected Unit					
City		County	State	Zip	
Name of Family			Current Telephone of Family		
Current Street Address of Family					
City		County	State	Zip	
Number of Children in Family Under 6					
Name of Owner or Agent Authorized to Lease Unit Inspected			Telephone of Owner or Agent		
Address of Owner or Agent					
Housing Type (check as appropriate)					
<input type="checkbox"/> Single Family Detached					
<input type="checkbox"/> Duplex or Two Family Row					
<input type="checkbox"/> House or Town House					
<input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment					
<input type="checkbox"/> High Rise: 5 or More Stories					
<input type="checkbox"/> Manufactured Home					
<input type="checkbox"/> Congregate					
<input type="checkbox"/> Cooperative					
<input type="checkbox"/> Independent Group Residence					
<input type="checkbox"/> Single Room Occupancy					
<input type="checkbox"/> Shared Housing					
<input type="checkbox"/> Other:(Specify)					

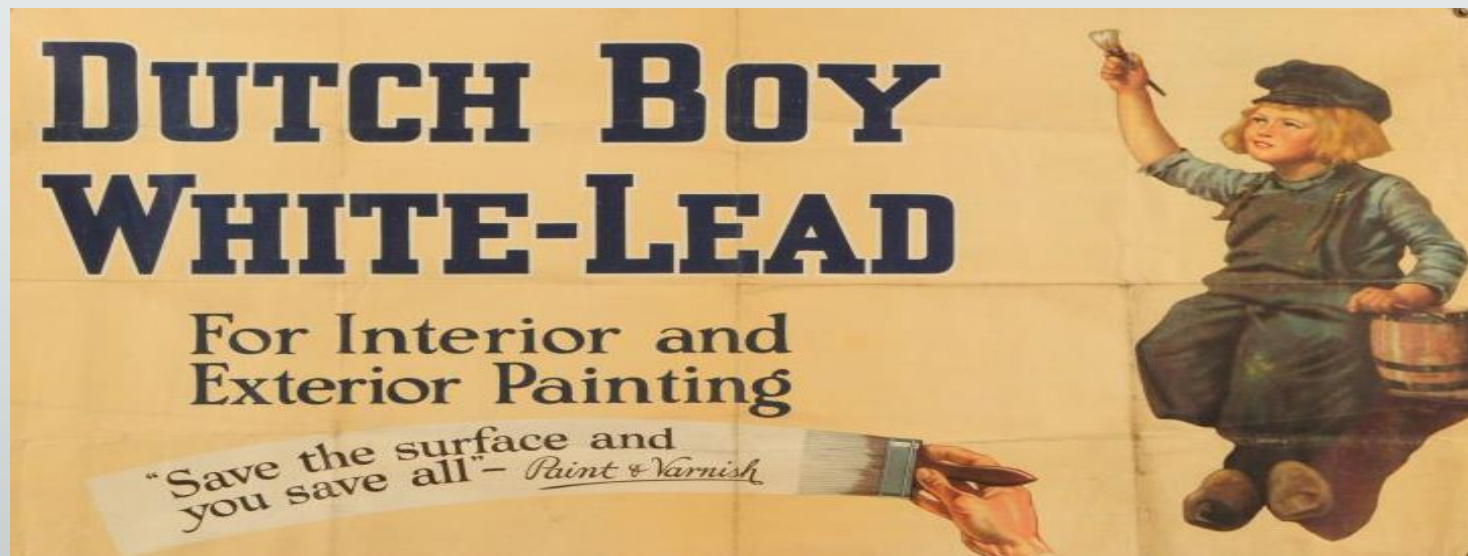
NORTH CAROLINA

HOUSING  
FINANCE  
AGENCY

A self-supporting public agency.  
HousingBuildsNC.com

# Homes Built Prior to 1978

Avoid Homes Built Prior to **1978** due to potential lead-based paint hazards!



\*Contact NCHFA for additional guidance\*

An infographic titled "Protect Your Family From Lead In Your Home" on a blue background. It features three illustrations: a magnifying glass over a crack in a wall, a crossed-out paintbrush, and a hand washing in a bucket of water. To the right of the illustrations, the title is written in large white letters. Below the illustrations, the logos and names of the EPA, United States Consumer Product Safety Commission, and United States Department of Housing and Urban Development are listed.

**Protect Your Family From Lead In Your Home**

**EPA** United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

# Energy Efficiency: SystemVision™ & Green Building



[Contact](#)[HOME](#)[ABOUT](#)[FOR BUILDERS](#)[IMPACT](#)[HOMEOWNERS](#)[BLOG](#)

SystemVision.org

- **2 Year** Energy Guarantee
- Designed to maximize dollars spent to improve efficiency, durability, health, & comfort in affordable housing
- Over **5,418** homes in NC
- Free Trainings Are Available
- 2 Options for New Homes: Slab & Closed Crawl
- 2 Options for Existing Homes: Standard & HVAC Replacement



#### Transforming the affordable housing market in North Carolina



SystemVision™ provides the training and technical support that leads to improved health, safety, durability, comfort and energy efficiency of affordable homes in North Carolina. It is based on finding practical solutions to aid affordable housing market players in the design, construction and certification of energy-efficient affordable homes.

#### Upcoming Events

[ALL EVENTS →](#)

#### The Envelope

[Advanced Energy at Home link](#)

SystemVision 10th Anniversary Celebration Honors Affordable Home Builders

The Envelope, our technical blog, is here!

Advanced Energy AmeriCorps National Members to Participate in Weeklong Blitz Build

[ALL NEWS →](#)

#### Participants

[Click Here](#)

**We're making a difference.**

Number of affordable homes guaranteed to date:

**5418**



# SystemVision™ Certification Fees

Fees for New Homes (\*effective January 2020)

- Insulated Slab: **\$4,000** fee
- Closed Crawl: **\$5,000** fee
- Includes increase in Inspection Fee paid to Advanced Energy by SHLP Member (\$1,200)

Fees for Existing Homes stayed the same

- Standard: \$5,000 fee
- Standard + HVAC Replacement: \$6,000 fee

Home **must PASS** Final SystemVision Inspection **before** buyer occupies home

If Certification **not** received within **30** calendar days of closing/occupancy, member **forfeits** fee.

**Updated  
Standards for NEW  
HOMES took effect  
\* AUGUST 2019 \***

**For  
SystemVision™  
Only loans,  
NCHFA provides  
the GFE & Loan  
Documents.**



Website: [www.systemvision.org](http://www.systemvision.org)

Contact: Lisa Manuel, Program Specialist

Phone: 919-857-9053

Email: [Lmanuel@advancedenergy.org](mailto:Lmanuel@advancedenergy.org)

Trainings: <http://www.advancedenergy.org/portal/systemvision/>

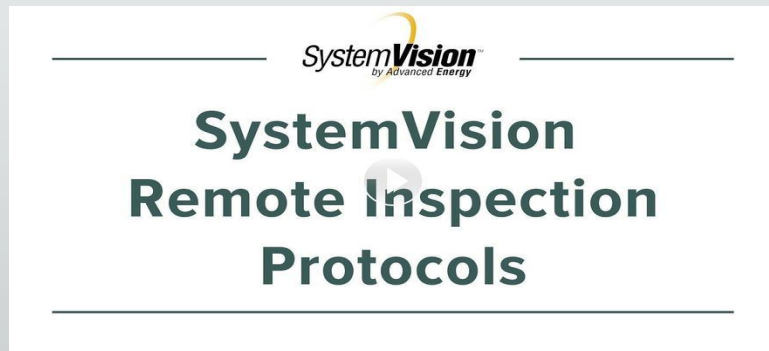


# SystemVision™ Inspections

## Remote Inspections Allowed Due to COVID-19

As the situation improves, AE and the SHLP Member should coordinate efforts to complete the performance test (*duct blaster & blower door*).

NCHFA will NOT require the performance test if AE has issued SV Certification based on their remote inspections.



Questions? Please reach out to the Advanced Energy Team:  
[systemvision@advancedenergy.org](mailto:systemvision@advancedenergy.org)

# Green Building Certification Fee

If building/rehabbing home to SystemVision™ standards, Member can also receive a **Green Building Certification fee** (*\*optional*) if home meets one these standards:

- Home Innovation Research Labs' National Green Building Standard (NGBS)  
[www.homeinnovation.com](http://www.homeinnovation.com)
- UGBC's LEED for Homes Program  
<http://www.usgbc.org/cert-guide/homes#introduction>
- Enterprise Foundation's Green Communities Program  
<http://www.greencommunitiesonline.org/>
- Green Built North Carolina  
<http://www.wncgbc.org/programs/green-built>
- ENERGY STAR for New Homes (3.0) under EPA and the DOE  
[https://www.energystar.gov/index.cfm?c=new\\_homes.hm\\_index](https://www.energystar.gov/index.cfm?c=new_homes.hm_index)

# Green Building Certification Fee

- **\$1,000** fee/home regardless of which Green Building Certification received
- Member **must** include Green Building fee along with appropriate SystemVision™ fee in Funding section when submitting SHLP Reservation
- Member **must** submit Green Building certification within **120** calendar days of closing/occupancy or fee will be **forfeited**
- After appropriate certification received, NCHFA will process a **single payment** for SystemVision™ and Green Building Certification fees

For questions about payment of SV or Green certification fees, contact:

**Laura Altimare, NCHFA Program Documentation Specialist**

**919-981-2649 or [lmaltimare@nchfa.com](mailto:lmaltimare@nchfa.com)**

# Application Process

## Selecting the Closing Date

## Post-Closing & Partner Payments



# SHLP Member Submissions:

1. Submit **Reservation**
  2. Submit **Underwriting Package**
  3. Select the **Closing Date**
  4. Submit **Post-Closing Docs**
- = **NCHFA Disbursements**



# SUBMISSION #1: Reservation

Reservation simply holds funds for SHLP Borrower

What's Needed includes:

- Basic Borrower & Property Info
- Sales Price (Final or Estimate) & HFH Mortgage Info
- **Flood Map** of Property only attachment

*NOTE: Homes > 10 yrs., more info will be needed for Underwriting submission*

Submit **30 to 90 days** before anticipated closing (recommend **45** days if you are inexperienced).

Typically turn around time **1-2** business days

# SUBMISSION #2: Underwriting Package

Information needed to make loan decision & commit funds

What's Needed:

- Documentation for Household Income & Home Inspection(s)
- Documentation for Home buyer Education & Counseling
- **Three (3) Documents To Be Signed by Borrower**
- Other documentation

Submit **21 to 30** calendar days prior to anticipated closing

Typical turn around time: **2-3** business days

# HOME Buyer Written Agreement

Discloses affordability provisions and period:

- Home must be **Principle Place of Occupancy** or **RECAPTURE** will be triggered (*i.e. All outstanding SHLP \$ Must be Repaid by Borrower*)
- Home may not be rented or used for business during affordability period (DEFAULT)
- Does not restrict who can purchase home if sold

Amount of Assistance:	Affordability Period:
More than \$40,000	15 years
More than \$15,000	10 years
Less than \$15,000	5 years

# Borrower Affidavit

## «Program.ProgramName» Borrower Affidavit

I, «Borrower.FullName» and I, «CoBorrower.FullName», “the Applicant(s)”, have applied for homebuyer assistance offered by the North Carolina Housing Finance Agency, “NCHFA”, for the purchase of the property located at:

«Property.FullAddress»

I attest that the following statements will be true about my household as of the date of closing:

### Homebuyer Education & Housing Counseling

The Applicant(s) have completed «LPUnit.EducationHoursFormatted» hours of formal homebuyer education within the past 12 months.

Homebuyer Education Provider: «LPUnit.EducationProvider»

Completed On: «LPUnit.DateEducationComplete»

In addition, the Applicant(s) completed «LPUnit.CounselingHoursFormatted» hours of one-on-one counseling provided by: «LPUnit.HousingCounselorName»

Select which below is applicable **if** it applies to your situation:

☐ I have already paid \$ \_\_\_\_\_ to \_\_\_\_\_ and/or

☐ I will pay at closing \$ \_\_\_\_\_ to \_\_\_\_\_ or

☐ I have **not** paid fees|

for homebuyer education, housing counseling services, and/or credit review as needed for application for financing.

Verification of  
Homebuyer  
Education &  
Counseling  
completed

**FEES!** If not  
disclosed, they  
cannot be  
charged.

# Borrower Affidavit

- Child Support must be accurate to what is received & show **correct # of children** (from **INCOME** section of portal)
- Marital Status (**Must be Accurate**)
  - Property that is acquired during marriage by one or both spouses, and owned on the date of separation, may be defined as marital property subject to the equitable distribution law of North Carolina.

## Child Support

The Applicant(s) have «LPUnit.ChildSupportCount» Child(ren) and receive «LPUnit.ChildSupportAmount» per year.

## Marital Status

I, «Borrower.FullName», am currently «Borrower.MaritalStatusDesc».

I, «CoBorrower.FullName», am currently «CoBorrower.MaritalStatusDesc».





# Addendum to Sales Contract

The primary protections granted in the document are for the **benefit of the seller**:

- The seller has a right to know the **fair market value** (appraised value) for any home being purchased with federal funds.
- Both parties acknowledge that the transaction is **voluntary** and both parties are aware of the value.
- **NO** requirements that the sales price be adjusted based on the fair market value.
- The seller, upon being informed of the value, may choose to terminate the contract.
- Because the transaction is voluntary for both parties, **no** relocation protections are granted.

## Buyer's Certification:

I, (the Buyer), am using federal funds through the HOME program to assist me in acquiring your property.

Please be informed of the following:

1. I do not have the right of eminent domain and, therefore, will not acquire the property that you (the Seller) have offered for sale if negotiations fail to result in an amicable agreement; and,
2. The property you (as Seller) have for sale is estimated to have a fair market value of [REDACTED] and,
3. Even though federal funds will be used in the acquisition of your property, you (the Seller) WILL NOT be entitled to any relocation benefits.

# SHLP Member Resource:

## Best Practices & Tips

*Updated: June 2021*

### Borrower Affidavit

- **Homebuyer Education & Housing Counseling section** - must reflect minimum of 8 hours completed (6 hrs. education + 2 hrs. counseling), completion date, and dollar amount of any fees paid.
- Must check the box if any fees were paid or associated with the Home Buyer Education.
- Loans approved **after** July 31, 2021 must include Counselor ID Number.

### HOME Buyer Written Agreement

- **Amount of HOME funds (\*CPLP or SHLP funds) received** and the **Appraised Value** of the home should match what was entered in the Portal. Please reprint the document if Member updates any of this info in the Portal before submitting the Underwriting Package.
- Loan Pool Member and Borrower must sign and date the bottom portion of the HOME Buyer Written Agreement.

### Unemployment Income

- Borrower cannot use unemployment income to qualify for a mortgage loan (it's short-term income).

# SHLP Member Resource:

## NCHFA's Common Reasons for Returning Underwriting Files

### PORTAL GENERATED FORMS

- NCHFA requires **wet (handwritten) signatures** for the three (3) portal generated documents: HOME Buyer Written Agreement, Borrower Affidavit, and Addendum to Sales Contract
  - Print documents only when data entered in the portal is complete/final because info is auto populated into these forms.
- **HOME Buyer Written Agreement (within 12 months)**
- **(1<sup>st</sup> page)** Amount borrower is receiving and the number of months (term) doesn't match the Portal
  - **(2<sup>nd</sup> page)** Sales price, address, and affordability period fields don't match the portal.
  - Form not signed and dated by the Borrower as well as by the Member
- **Borrower Affidavit**
- **(1<sup>st</sup> page)** Homebuyer Education & Housing Counseling section incomplete and/or not signed by Member
  - **(3<sup>rd</sup> page)** Borrower forgot to sign to confirm marital status, children, and child support received (if any)
- **Addendum to Sales Contract**
- **(1<sup>st</sup> page)** Fair Market Value entered does not match portal and/or the bottom section not signed and dated by Buyer
  - **(2<sup>nd</sup> page)** Seller's Signature and the date for Acceptance OR Termination missing

### OTHER PORTAL DOCUMENTS/INFORMATION:

- **Flood Map**
- Map should be in color with address listed and/or street labeled

# SUBMISSION #3: Selecting Closing Date

Once loan conditionally approved, Member reviews all funding info & updates as needed ***before*** selecting the closing date.

Member selects closing date based on availability on **Portal Closing Calendar**. Must provide NCHFA with **7** agency business days notice and dates greyed out are not available.

Closing Calendar							
June 2021							
	S	M	T	W	T	F	S
23	30	31	1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30	1	2	3
28	4	5	6	7	8	9	10

# SUBMISSION #4: Post-Closing Docs

- After date selected, NCHFA paralegal will send pre-closing instructions to Closing Attorney
- Please contact paralegal to confirm loan has closed within **24 hrs.** of closing.
- Return copies of loan docs to NCHFA **within 5 business days of closing.**
- All loan docs must be received before we can process SHLP Loan funds & Member fee.

- **RETURN OF DOCUMENTS:** The following documents **MUST** be returned to NCHFA within **five (5) business days** of closing:

1. Copy of Executed Promissory Note
2. Copy of Recorded Deed of Trust
3. **Recorded** Declaration of Restrictive Covenants (original or copy)
4. Evidence of Hazard Insurance with acknowledgement of Lender's Loan interest(s). Minimum amount of policy: sufficient to cover total replace costs of dwelling
5. Copy of Executed Loan Closing Disclosure for Closing

Email closing docs to:

**[lmaltimare@nchfa.com](mailto:lmaltimare@nchfa.com)**

Or Mail them to:

N.C. Housing Finance Agency

Attn: Laura Altimare

3508 Bush Street, Raleigh, NC 27609



# NCHFA Disbursement of SHLP Funds

Payments usually processed within 2 weeks of receipt of appropriate docs:

- **SHLP Loan Amount** processed after post-closing docs received (5 business days)
- **Member Fee** processed after post-closing docs received (5 business days)
- **Member Fee w/ energy efficiency fee(s)** processed once proof of certification received (30 to 120 calendar days)





# Final Questions?



# Additional Resource Info & SHLP Program Contacts

# SHLP Resource Information

For more information, please refer to the current **SHLP Participation Guidelines**. Can download from the **SHLP Forms & Resources** section of NCHFA website:

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/self-help-loan-pool/forms-and-resources>

NORTH CAROLINA HOUSING FINANCE AGENCY



## Self-Help Loan Pool PARTICIPATION GUIDELINES

NORTH CAROLINA HOUSING FINANCE AGENCY  
Home Ownership Programs/ HOC Team

Sonia B. Joyner, Director of Home Ownership Programs, 919-877-5630

Joshua Burton, Team Leader Home Ownership Development, 919-877-5678  
Rich Lee, Community Partner Coordinator, 919-877-5688

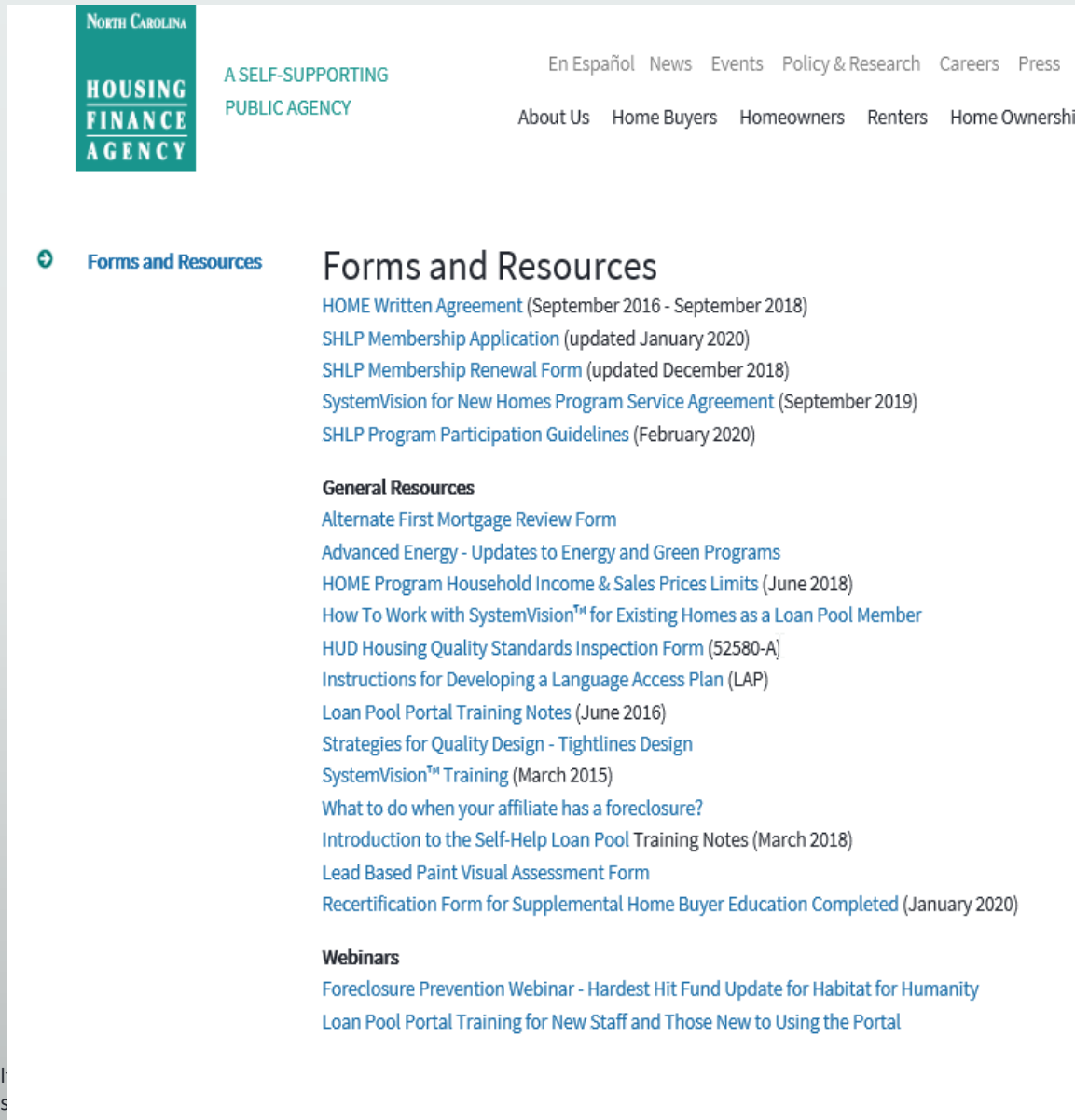
Deborah Hamilton, Senior Program Documentation Specialist, 919-877-5709  
Kim Hargrove, Program Compliance Specialist, 919-877-5682  
Mark Lindquist, Senior Compliance Coordinator, 919-501-4263

Mailing Address: Post Office Box 28066, Raleigh, N.C. 27611-8066  
Delivery Address: 3508 Bush Street, Raleigh, N.C. 27609

Updated: **JANUARY 1, 2019**

*These guidelines will be revised periodically. Please check to ensure you have the most current version.*  
<http://www.nchfa.com/Nonprofits/HPselfhelploan.aspx>

# Other SHLP Resources:



The screenshot shows the North Carolina Housing Finance Agency website. The header includes the agency logo, the text 'A SELF-SUPPORTING PUBLIC AGENCY', and navigation links for 'En Español', 'News', 'Events', 'Policy & Research', 'Careers', 'Press', 'About Us', 'Home Buyers', 'Homeowners', 'Renters', and 'Home Ownershi'. The main content area is titled 'Forms and Resources' and lists several documents: HOME Written Agreement (September 2016 - September 2018), SHLP Membership Application (updated January 2020), SHLP Membership Renewal Form (updated December 2018), SystemVision for New Homes Program Service Agreement (September 2019), and SHLP Program Participation Guidelines (February 2020). Below this is a 'General Resources' section with links to: Alternate First Mortgage Review Form, Advanced Energy - Updates to Energy and Green Programs, HOME Program Household Income & Sales Prices Limits (June 2018), How To Work with SystemVision™ for Existing Homes as a Loan Pool Member, HUD Housing Quality Standards Inspection Form (52580-A), Instructions for Developing a Language Access Plan (LAP), Loan Pool Portal Training Notes (June 2016), Strategies for Quality Design - Tightlines Design, SystemVision™ Training (March 2015), What to do when your affiliate has a foreclosure?, Introduction to the Self-Help Loan Pool Training Notes (March 2018), Lead Based Paint Visual Assessment Form, and Recertification Form for Supplemental Home Buyer Education Completed (January 2020). A 'Webinars' section at the bottom lists: Foreclosure Prevention Webinar - Hardest Hit Fund Update for Habitat for Humanity and Loan Pool Portal Training for New Staff and Those New to Using the Portal.

**Forms and Resources**

- [HOME Written Agreement](#) (September 2016 - September 2018)
- [SHLP Membership Application](#) (updated January 2020)
- [SHLP Membership Renewal Form](#) (updated December 2018)
- [SystemVision for New Homes Program Service Agreement](#) (September 2019)
- [SHLP Program Participation Guidelines](#) (February 2020)

**General Resources**

- [Alternate First Mortgage Review Form](#)
- [Advanced Energy - Updates to Energy and Green Programs](#)
- [HOME Program Household Income & Sales Prices Limits](#) (June 2018)
- [How To Work with SystemVision™ for Existing Homes as a Loan Pool Member](#)
- [HUD Housing Quality Standards Inspection Form \(52580-A\)](#)
- [Instructions for Developing a Language Access Plan \(LAP\)](#)
- [Loan Pool Portal Training Notes](#) (June 2016)
- [Strategies for Quality Design - Tightlines Design](#)
- [SystemVision™ Training](#) (March 2015)
- [What to do when your affiliate has a foreclosure?](#)
- [Introduction to the Self-Help Loan Pool Training Notes](#) (March 2018)
- [Lead Based Paint Visual Assessment Form](#)
- [Recertification Form for Supplemental Home Buyer Education Completed](#) (January 2020)

**Webinars**

- [Foreclosure Prevention Webinar - Hardest Hit Fund Update for Habitat for Humanity](#)
- [Loan Pool Portal Training for New Staff and Those New to Using the Portal](#)

Additional resources on the **SHLP Forms & Resources** page include:

- HOME Program HH Income & Sales Price Limits
- HQS Inspection Form
- Recertification Form for Supplemental HB Education Completed

# More Information on Closing a SHLP Loan:

## Scheduling the Closing Date

- Once the loan is approved a closing date can be scheduled in the portal with at least **7 AGENCY**



**Menu**

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Review
- Funding
- Income
- Analysis
- Education
- Closing Attorney
- Documents
- Messages

**Actions**

- Submit Closing Date

**Review and Submit**

Unit Financing Summary

Sales Contract Date: --

LTV Calculation		Expense	Amount
Total Loans	\$110,900.00	Sales Price	\$110,900.00
Appraised Value	\$0.00	Plus Closing Costs	\$0.00
LTV	0.00 %	Plus Prepaid Items	\$700
		Total Cost To Buyer:	\$110,900.00

Name  
vipykis vov wakisute us hywa jy (Habitat for Human)

SHLP Loan

**Please review Funding Setup and if there are any changes, please hit the UPDATE UNDERWRITING BUTTON and make needed changes.**

Make certain that all unit financing details listed above are accurate. If changes need to be made, click Update Underwriting and make any corrections. These amounts will be verified against the closing documents, and errors may cause unnecessary delays.

If accurate, enter in the Confirmed Closing Date. Days that are greyed out in the calendar are unavailable to request as a closing date.

By clicking Submit, you are acknowledging that the unit financing has been reviewed and is accurate.

**Update Underwriting**

Confirmed Closing Date \* 04/15/2016

**Submit**

L ALL

ing Summary

correct you  
you select a

Unit Financing  
Y THE CLOSING.



# NCHFA Contacts for SHLP Program

## Program Questions & Emergencies

- **Rich Lee**, Sr. Community Partner Coordinator  
919-877-5688 or [rylee@nchfa.com](mailto:rylee@nchfa.com)

*IF you cannot reach Rich:*

- **Kim Hargrove**, Team Leader – Documentation & Compliance  
919-877-5682 or [kchargrove@nchfa.com](mailto:kchargrove@nchfa.com)

## Underwriting Questions

- **Vedera Mimms**, Program Compliance Underwriter  
919-877-5655 or [vcnimms@nchfa.com](mailto:vcnimms@nchfa.com)

# NCHFA Contacts for SHLP Program:

## Reservation & Payments

- **Deborah Hamilton**, Sr. Program Documentation Specialist  
919-877-5709 or [dmhamilton@nchfa.com](mailto:dmhamilton@nchfa.com)

## Closing Process & Documents

- **Liz Hair**, Paralegal  
919-877-5712 or [echair@nchfa.com](mailto:echair@nchfa.com)

## Review of Post Closing Docs & Energy Certifications

- **Laura Altimare**, Program Documentation Specialist  
919-981-2649 or [lmaltimare@nchfa.com](mailto:lmaltimare@nchfa.com)

# NCHFA Contacts for SHLP Program

## SHLP Loan Payoff Questions

- **Mary Moss**, Servicing Analyst – Reporting & Special Projects  
919-877-5697 or [mgmoss@nchfa.com](mailto:mgmoss@nchfa.com)

## Potential Foreclosures

- **Rich Lee**, Sr. Community Partner Coordinator  
919-877-5688 or [rylee@nchfa.com](mailto:rylee@nchfa.com)

# Thank You

**We appreciate your partnership**