



CAPITAL ADVANTAGE PROGRAM

Administrator Guidelines

August 26, 2014

Updated 08/27/24

Updates are shown on Page 4



eHousing Plus offices are all located in the Eastern Time Zone.

Time Zone Map

http://www.timetemperature.com/tzus/time_zone.shtml

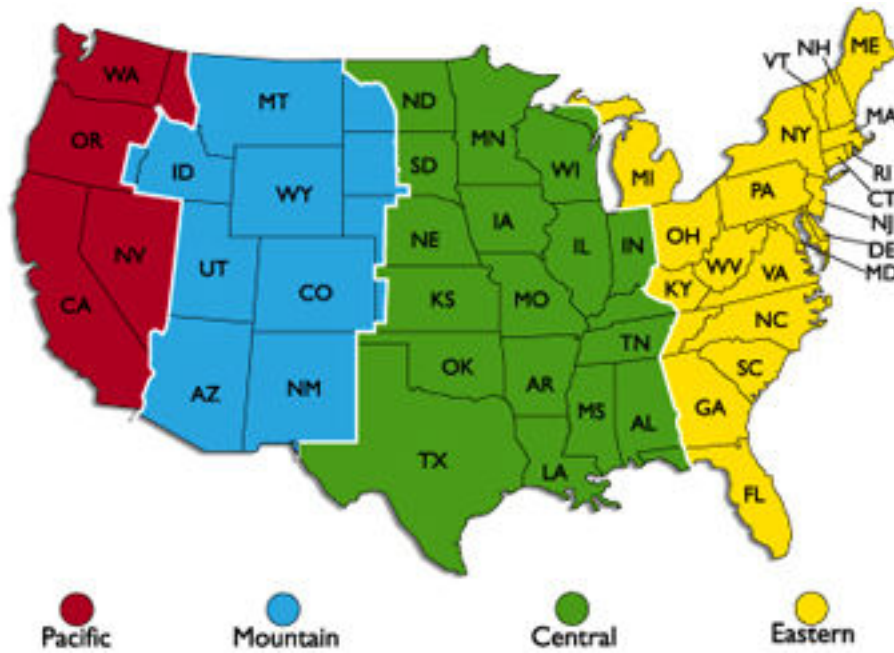


TABLE OF CONTENTS

CAPITAL AREA FINANCE AUTHORITY PROGRAM ORIGINATION TEAM	5
CONTACT DIRECTORY	6
THE PROGRAM PRODUCTS	7
PROGRAM REQUIREMENTS	9
Eligible Borrowers	9
Homebuyer Education	9
Credit Score, DTI & LTV Requirements Government Loans	10
Credit Score, DTI & LTV Requirements Conventional Loans	11
Property Requirements	14
PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE	17
PROGRAM TIMETABLE — 15, 45 and 70-DAY DEADLINES	24
Loan Processing, Delivery and Purchase Timetable	24
Extensions	24
PROGRAM FEES	25
First Mortgage Fees	25

REVISIONS TABLE

Archived Revisions Table located on the last page of this guide

Date	Topic (effective immediately unless otherwise noted)	Page
01-04-23	Updated Contact Directory Renamed Compliance Process to: Process Summary from Training to Loan Purchase Revised link to US Bank web site	6 14 18
02-13-23	Removed Freddie overlays for co-signors and property Updated eligible area map Updated income limits Updated SRP for VA loan	12& 13 8 10 - 12 22
08-03-23	Updated income and loan limits	10 - 12
10-02-23	Revised contact directory Revised homebuyer education providers Added eHP FrontPorch	6 9 Various
05-20-24	Revised income limits	12-14
08-27-24	Increased income limits for FHA, VA and Conventional loans over 80% AMI effective 08/23/24	12-14

CAPITAL AREA FINANCE AUTHORITY PROGRAM ORIGINATION TEAM



CAPITAL AREA FINANCE AUTHORITY ("CAFA" or the "Authority")

Creates and sponsors a first mortgage program and a down payment/closing cost assistance program, sets the mortgage loan rate, term and points, and markets the program.

Participating Lenders

Take applications, reserve in their own systems, reserve online, process, underwrite, approve, fund, close and sell qualified home mortgage loans to the program. Lenders are responsible for servicing program loans in accordance with Agency requirements until they're purchased by the Master Servicer.

US Bank

Master Servicer or Servicer

Provides information on acceptable loan products and delivery and funding, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases loans, delivers resulting mortgage-backed securities.

eHousingPlus

Program Administration

Maintains the program reservation system, website, and posts Administrator Guidelines, forms, training materials, provides program and system training, answers program and system questions, receives compliance files, reviews, posts and notifies of exceptions and approves mortgage loan compliance file.

CONTACT DIRECTORY
954-217-0817 or Toll Free (888) 643-7974
Select Option #2

Question	Option #	email
Lender Training (Program & System)	Option #4	Click here
Lender User Access (Credentials, Disabled Access, etc)	Option #1	Click here
eHPay - Digital Payment of Compliance Fees	Option #3	Click here
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	Click here
Deficiencies - To view and upload compliance file deficiencies	View compliance and Servicer DEFI's in eHP FrontPorch using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal.	Post note in Collaboration Station within eHP FrontPorch	
Credit underwriting questions, refer to their internal UW Department or US Bank	(800) 562-5165	Click here
System Errors - Technical Assistance	Option #6	Click here
DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.		
Shipping First or Second mortgage closed loan files	(800) 562-5165	Click here
Questions regarding exceptions on first and second mortgage closed loan files		
U.S. Bank All Regs Site	Use this link , then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/ Louisiana/Capital Area/Product Guides.	

(Rev 05/20/24)

THE PROGRAM PRODUCTS

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide.

DAILY RATE LOCK RESERVATION AVAILABILITY

Reservations in this program are available Monday - Friday 9:00 a.m. - 7:00 p.m. Central Time excluding holidays. [Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA](#)

THE FIRST MORTGAGE

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the mortgage rate and down payment assistance amount percentage will not change as long as loans are delivered according to the timetable included in this guide. Reserved loans cannot be cancelled and re-reserved at lower rates.

The following mortgage products are offered in this program: FHA, FHA 203K Streamline, VA, USDA:RD (government loans) and Freddie Mac HFA Advantage. The requirements for Government and Freddie Mac loans may be different. Rev 12-08-16

Funds are available in first-come, first-served revolving pools that provide continuous funding. Borrowers receive a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments. Income limits apply.

Freddie Mac HFA Advantage Conventional Loan - Income at or below 80% AMI

These loans will have lower income limits (determined by Freddie Mac and already calculated in this guide) and receive charter level reduced MI coverage.

Freddie Mac HFA Advantage Conventional Loan - ABOVE 80% AMI

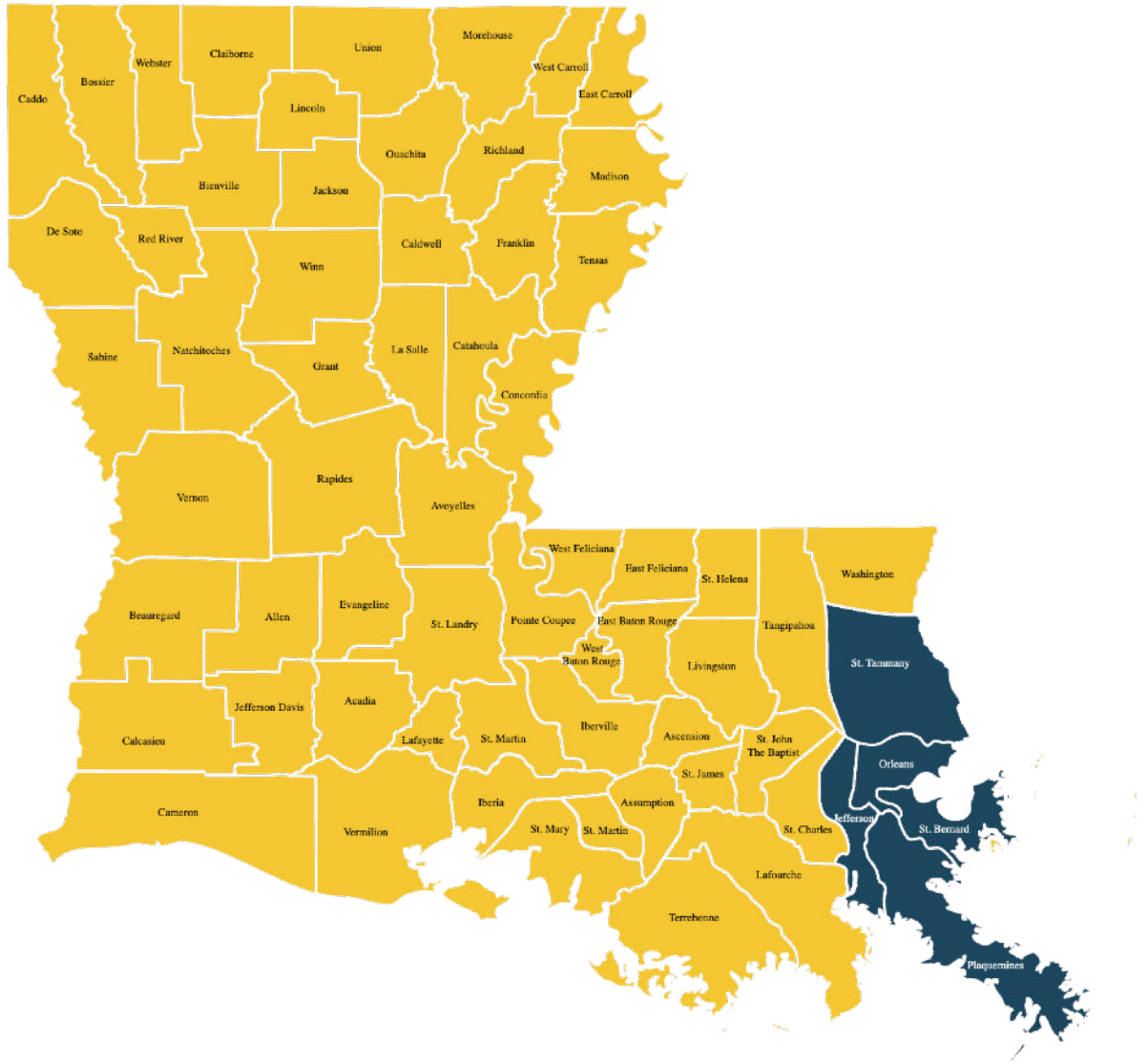
These loans will use the same income limits as the FHA and VA loans and will receive standard level MI coverage.

ASSISTANCE GRANT

An assistance grant equal to a percentage of the original principal note amount is provided and may be applied toward down payment or closing costs. The assistance amount is tied to the first mortgage rate. Less assistance equals a lower first mortgage rate.

The assistance is calculated on the **full Note amount**. The assistance may be used for down payment or closing costs and prepaids. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. See FINANCING FACTS in this guideline regarding "cash back." Because the assistance is a fixed percentage of the original principal amount of the mortgage loan, any remaining assistance must be applied as additional down payment or lastly as a principal reduction. Assistance is in the form of a non-repayable grant. It is not repayable other than for reasons of fraud or similar circumstances. When the first mortgage is reserved in the system, the assistance is automatically reserved. There is no additional reservation necessary. When loans close, there are not second mortgages, second notes, deed restrictions or liens. There is no repayment. The assistance will be funded by the lender. U.S. Bank reimburses Lender at loan purchase per Down Payment Closing Cost Commitment Approval Letter.

CAFA Capital Advantage Program Eligible Area



PARTICIPATING PARISHES

PARISHES NOT APPROVED WITH CAFA

PROGRAM REQUIREMENTS

Eligible Borrowers

- **There is no first-time homebuyer requirement in this program.**
- With regard to citizenship requirements, follow applicable Agency (Freddie, FHA, etc) guidelines
- Buyers **must occupy** the property **within 60 days of closing.**
- Applicants must be considered irrespective of age, race, color, religion, national origin
- Lender should contact the Agency (FHA, VA, RD, Fannie Mae, Freddie Mac) regarding ownership of other property.
-

Homebuyer Education

The Authority requires homebuyer education **for first-time buyers**. Homebuyer education must be conducted by HUD-approved counseling agencies including online HUD-approved non-profits using eHomeAmerica (Neighborworks based curriculum) <http://ehomeamerica.org>. CAFA has provided the following links to these local approved education providers. (Rev. 06/04/15)

www.midcityredevelopment.org

<http://www.moneymanagement.org>

<http://www.nw.org/network/training/homeownership/default.asp>

[MGIC FinallyHome online education](#) (This is the ONLY homebuyer education that would be acceptable from MGIC. The ReadyNest course is NOT acceptable) (Added 10/02/23)

Credit Score, DTI & LTV Requirements Government Loans

(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area Finance/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the CAFA Capital Advantage program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

AUS Submissions – Accept/Approve Eligible

Product Type	Property Type	Minimum ² FICO	Maximum DTI ³ GUS, LPA, DU	Required Reserves
VA USDA/RD	1 – 4 Units, Condos/Townhomes ⁴	640	45%	As determined by GUS, DU, or LPA
		680	50%	
FHA	1 – 4 Units, Condos/Townhomes ⁴	660	45%	As determined by GUS, DU, or LPA
		680	50%	

Manually Underwritten ¹

Product Type	Property Type	Minimum FICO ²	Maximum Ratios ³		Required Reserves
			Housing	Total Debt	
VA	1 – 4 Units, Condos/Townhomes ⁴	640	N/A	41%	2
USDA	1 – 4 Units, Condos/Townhomes ⁴	640	29%	41%	2
FHA	1 – 4 Units, Condos/Townhomes ⁴	640	29%	41%	2

1. Refer to [Manual Underwriting](#) below for additional information and guidance for borrowers with no credit score.
2. Minimum FICO score shown is required for all borrowers **who have a credit score**. If [Capital Area](#), FHA, VA, or USDA/RD require a higher FICO, the highest required FICO score must be used.
3. Maximum DTI; if [Capital Area](#), FHA, VA, or USDA/RD require a lower DTI, the lowest required DTI must be used.
4. Refer to [Condo Project Approval Requirements](#) below for condo approval information.

Footnotes refer to: the most current U.S. Bank Product Guides published on the AllRegs website. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area Finance/Product Guides.

Manual Underwriting Government Loans

Loans may only be manually underwritten for erroneous credit, inaccurate credit, insufficient credit, or loans with no credit score, or for manual downgrades per FHA requirements.

Loans must comply with the requirements of the VA or USDA/RD guidelines per the selected product.
(Added 08/15/23)

Credit Score, DTI & LTV Requirements Conventional Loans

(Source U.S. Bank Product Guidelines)

- Lenders should always refer to the most current U.S. Bank Product Guides published on the AllRegs website. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area Finance/Product Guides.
- Mid credit score must be the minimum or above.
- If a loan agency requires a higher minimum credit score, lower DTI, or lower LTV, lenders must follow the loan agency guidelines.
- If a lender requires a higher minimum credit score, lower DTI, or lower LTV for their other loans, they may apply the more restrictive requirements for the CAFA Capital Advantage program loans.
- For borrowers with no credit score, lenders must follow U.S. Bank and loan agency guidelines. Refer to the AllRegs for current requirements.

AUS Submissions – Accept/Approve Eligible ⁵

Property Type	Maximum LTV ¹	Maximum TLTV/CLTV ¹	Maximum DTI ²	Minimum Credit Score ³	Required Reserves
1 Unit Condos/Townhomes ⁴	97%	105%	50%	640	As determined by LPA
2 Units	95%	105%	50%	640	
3 - 4 Units	95%	105%	45%	640	
			50%	680	

Manually Underwritten [Freddie Mac HFA Advantage](#) ⁶ Only

Property Type	Maximum LTV ¹	Maximum TLTV/CLTV ¹	Maximum DTI ²	Minimum Credit Score ³	Required Reserves
1 Unit Condos/Townhomes ⁴	97%	105%	45%	660	2

1. Maximum LTV, CLTV/TLTV; if [Capital Area FA](#), [Freddie Mac](#) under [Home Possible®](#), or the Mortgage Insurer require a lower LTV, CLTV/TLTV, the lowest required LTV, CLTV/TLTV must be used.
2. Maximum DTI; if [Capital Area FA](#), [Freddie Mac](#) under [Home Possible®](#), or the Mortgage Insurer require a lower DTI, the lowest required DTI must be used.
3. Minimum credit score shown is required for all borrowers **who have a credit score**. If [Capital Area FA](#), [Freddie Mac](#) under [Home Possible®](#), or the Mortgage Insurer require a higher credit score, the highest required credit score must be used.
4. Refer to [Condo Project Approval Requirements](#) below for condo requirements.
5. Refer to [Loan Product Advisor](#) for LPA submissions for additional information.
6. Refer to [Manual Underwriting](#) below for additional information and guidance for borrowers with no credit score.

Footnotes refer to: the most current U.S. Bank Product Guides published on the AllRegs website. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area Finance/Product Guides.

Manual Underwriting Conventional Loans

Loans may only be manually underwritten for erroneous credit, inaccurate credit, insufficient credit, or on loans with no FICO scores. Loans must comply with the requirements of the Freddie Mac guide and Home Possible® requirements for HFA Advantage. (Rev 08/15/23)

Income Limits FHA, VA, USDA:RD and Freddie Mac

- Follow loan agency guidelines (FHA, VA, Freddie Mac, etc.) for income calculation and income limits. Lenders are responsible for ensuring that loans meet the program requirements. The program permits using qualifying income to determine eligibility, unless not allowed by the loan agency (Freddie Mac, etc.)
- The eHPortal does not check the lower USDA-RD income limits. It is entirely the Lenders responsibility to not exceed the program income limits for the USDA-RD loans.
- Freddie Mac loans require the income for all borrowers who sign the Note to not exceed the program limits.
- Charter- Level mortgage insurance is available on Freddie Mac HFA Advantage loans with income at or below 80% Area Median Income (AMI). When income exceeds 80%AMI, the standard mortgage insurance rates must be charged- refer to most current conventional product guide.

Parish	FHA, VA, Conventional Loans Income Effective 08/23/24	USDA-RD Loans Income Effective 04/16/24	Conventional Loans Income for Borrowers 80% and Below AMI Effective 05/20/24
Acadia	\$108,360	\$89,010	\$59,840
Allen	\$108,360	\$89,010	\$52,480
Ascension	\$122,360	\$100,510	\$69,440
Assumption	\$108,360	\$89,010	\$69,440
Avoyelles	\$108,360	\$89,010	\$47,520
Beauregard	\$122,640	\$100,740	\$70,080
Bienville	\$108,360	\$89,010	\$47,520
Bossier	\$108,360	\$89,010	\$60,160
Caddo	\$108,360	\$89,010	\$60,160
Calcasieu	\$110,600	\$90,850	\$63,200
Caldwell	\$108,360	\$89,010	\$57,200
Cameron	\$110,600	\$90,850	\$63,200
Catahoula	\$108,360	\$89,010	\$54,160
Claiborne	\$108,360	\$89,010	\$47,520
Concordia	\$108,360	\$89,010	\$47,520
DeSoto	\$108,360	\$89,010	\$60,160
East Baton Rouge	\$122,360	\$100,510	\$69,440
East Carroll	\$108,360	\$89,010	\$47,520
East Feliciana	\$122,360	\$100,510	\$69,440

Parish	FHA, VA, Conventional Loans Income Effective 08/23/24	USDA-RD Loans Income Effective 04/16/24	Conventional Loans Income for Borrowers 80% and Below AMI Effective 05/20/24
Evangeline	\$108,360	\$89,010	\$47,520
Franklin	\$108,360	\$89,010	\$47,520
Grant	\$108,360	\$89,010	\$59,360
Iberia	\$108,360	\$89,010	\$59,840
Iberville	\$122,360	\$89,010	\$69,440
Jackson	\$108,360	\$89,010	\$47,520
Jefferson Davis	\$108,360	\$89,010	\$60,800
Lafayette	\$119,000	\$89,010	\$59,840
Lafourche	\$111,440	\$89,010	\$63,680
LaSalle	\$110,740	\$89,010	\$63,280
Lincoln	\$108,360	\$89,010	\$49,760
Livingston	\$122,360	\$100,510	\$69,440
Madison	\$108,360	\$89,010	\$47,520
Morehouse	\$108,360	\$89,010	\$51,360
Natchitoches	\$108,360	\$89,010	\$52,320
Ouachita	\$108,360	\$89,010	\$51,360
Pointe Coupee	\$122,360	\$89,010	\$69,680
Rapides	\$108,360	\$100,510	\$69,440
Red River	\$108,360	\$89,010	\$59,360
Richland	\$108,360	\$89,010	\$48,320
Sabine	\$108,360	\$89,010	\$47,760
St. Charles	\$121,520	\$89,010	\$69,680
St. Helena	\$122,360	\$99,820	\$69,440
St. James	\$125,020	\$99,820	\$69,680
St. John the Baptist	\$121,520	\$100,510	\$69,680
St. Landry	\$108,360	\$102,695	\$47,520
St. Martin	\$119,000	\$99,820	\$59,840
St. Mary	\$108,360	\$89,010	\$53,600

Parish	FHA, VA, Conventional Loans Income Effective 08/23/24	USDA-RD Loans Income Effective 04/16/24	Conventional Loans Income for Borrowers 80% and Below AMI Effective 05/20/24
Tangipahoa	\$108,360	\$97,750	\$61,040
Tensas	\$108,360	\$89,010	\$47,520
Terrebonne	\$111,440	\$91,540	\$63,680
Union	\$108,360	\$89,010	\$51,360
Vermillion	\$108,360	\$89,010	\$59,840
Vernon	\$108,360	\$89,010	\$55,520
Washington	\$108,360	\$89,010	\$47,520
Webster	\$108,360	\$89,010	\$47,520
West Baton Rouge	\$122,360	\$100,510	\$69,440
West Carroll	\$108,360	\$89,010	\$53,840
West Feliciana	\$122,360	\$100,510	\$69,440
Winn	\$108,360	\$89,010	\$48,880

Property Requirements

- **Government Loans maximum loan amount \$472,030** (Effective 06/01/23)
- **Conventional loans maximum loan amount \$726,200** (Effective 06/01/23)
- New or existing residential units, one - four unit, detached or attached, condos, town homes
- For Condos, please reference the U.S. Bank Seller Product Guides as the primary resource for all U.S. Bank policies. [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area/Product Guides.
- Land is limited to that required for basic livability. Properties that may be subdivided are not allowed.
- Manufactured homes, Mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.

ABOUT THE FINANCING

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that allocation is not being utilized **inappropriately**.

FHA, VA, RD and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Rev 12-07-16)

Check with your underwriter for updates to information for Freddie Mac HFA Advantage. Such information is provided by a third party (i.e.Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus. (Added 12-07-16)

[Freddie Mac HFA Advantage Fact Sheet](#)

[Freddie Mac HFA Advantage LPA Instructions](#)

Appraisal

The appraisal must indicate that the home has at least a 30-year remaining useful life.

Assumptions

Follow Agency Guidelines.

Buydowns

Not permitted.

Cash Back

Cash Back to the borrower is not permitted. However, borrowers are permitted a reimbursement of pre-pays and overage of earnest money deposit as permitted by Agency guidelines and to the extent any minimum contribution, if any, has been satisfied.

Construction to Perm

Not permitted.

Co-signers and non-occupant Co-Borrower are permitted by the program subject to the Lender following all applicable loan agency and US Bank guidelines.

Final Typed Loan Application (1003) The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all program documents. The income disclosed on the Affidavit must be the same or more than that shown on the 1003. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

Freddie Mac Loan Level Price Adjustment and Adverse Market Fees. These fees have been waived. (Added 12/08/16)

Manual Underwriting - Not allowable for FHA loans. VA, USDA and Freddie Mac HFA Advantage loans please reference the U.S. Bank Seller Product Guides as the primary resource for all U.S. Bank policies. To be redirected to the [Use this link](#), then select U.S. Bank HFA Lending Guide/500: Housing Finance Agency Programs/Louisiana/Capital Area/Product Guides.

Minimum Loan Amount

There is no minimum loan amount in this program.

Prepayments

The first mortgage may be prepaid at any time without penalty.

Real Estate Purchase Contract The full address of the property, full names of all sellers and buyers, total purchase price of the property must be included. If there is not an address for new construction, a lot number and subdivision name are required. All named persons must sign. Include the name and title whenever a representative is signing for a corporation.

Recapture Tax

There is **NO RECAPTURE TAX IN THIS PROGRAM.**

Refinance

This program is intended for the origination of new mortgage loans.

Remaining reserves are not established by the program. Follow Agency Guidelines.

Tax Returns or Tax Transcripts are not required for this program. (Rev 10/27/17)

PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

LENDER ONBOARDING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program.

Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

Once you have submitted the eHP On-Boarding Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification. [Click on this link to register for training.](#)

QUALIFY

Lenders use program requirements to qualify applicants for the program. Buyers must present an executed sales agreement before being entered into the program reservation system.

RESERVE FIRST MORTGAGE AND ASSISTANCE FUNDS

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the first mortgage that **automatically** provides Assistance. To reserve funds in the Program the borrower is required to have a signed real estate purchase contract for a specific address. Lender will need a 1003 and the Real Estate Purchase contract in order to make a reservation. If the reservation is successful, you will receive a loan number and a message that you've completed the reservation successfully.

IMPORTANT - A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHousingPlus Lender Portal. And then, the lender must [click on this link to complete an online form to CLEAR FLAGS on a cancelled loan](#) so the funds may be re-reserved with a new address. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.



eHP Tip! *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*

[Log-in to eHP FrontPorch](#), then click on the eHPlaylist to view a short video.

PROCESS

Lenders process the loan as they would normally keeping in mind the program timelines.

UNDERWRITE AND CERTIFY

Lenders underwrite and are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND anytime prior to closing, the Underwriter completes the online Underwriter Certification within the eHPortal. Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please [Log-In Here](#) > Collaboration Station and request for the underwriter certification to be removed.

CLOSE AND VERIFY

THE LENDER WILL FUND THE DOWN PAYMENT ASSISTANCE AT LOAN CLOSING. Upon loan purchase, US Bank will reimburse the lender.

It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms. The program forms may only be found in [eHP FrontPorch](#) using the eHProForms App.

WHO SIGNS WHAT FORMS?

A non-borrower may not be listed on title or the Deed

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signer
Notice of DPA Gift Letter	Closing	Yes	Yes	Yes	No
Commitment Letter	Closing	Yes	Yes	Yes	No

COMPLIANCE FILE DELIVERY INSTRUCTIONS ASSEMBLE THE COMPLIANCE FILE

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through **eHP FrontPorch**. This portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. **eHP FrontPorch** is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist. The checklist is specific to this program and used to submit the compliance documents post-closing to eHousingPlus.

[Log-in here and use the eHProForms App](#) to download the program forms.

Items to be uploaded in the compliance file include:

- Homebuyer Education Certificate

- Real Estate Purchase Contract

- FINAL SIGNED 1003

- FINAL SIGNED CLOSING DISCLOSURE (TRID form)

- Warranty Deed

UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS

[Log-in here and use the Digital Docs App](#) to upload the compliance file.

The Compliance File should be a PDF file uploaded upright and in a clear legible format, composed of all required documents on the Checklist. Don't upload a compliance file until everything is included in the package. The more complete the file, the quicker the review and approval, and the file AND fee must be received to start the review process. Be aware that Loans will go straight to deficient status if items are missing, or if the fee was not received or properly identified. Once you are ready to upload your documents select eHPDigital Docs and from the drop down menu click on New Upload and follow the prompts.

SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

The Compliance Review Fee may be submitted separately from the Compliance File.

eHPay is a secure, efficient method for lenders to pay the fees ON-LINE. Loans managed through eHPay are processed faster, without fee errors or other unnecessary delays. The Lenders Accounting Staff can access eHP FrontPorch and process the compliance fees payment easily via the Digital Docs and eHPay apps.

Not sure of the required fee for your loan? Use the **FIND MY FEE** feature and get the instant answer by entering the eHP loan number or by Program. Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.

USE **PAYMENT CENTRAL** to determine any loan that may be pending fees, unidentified payments, files pending payment and short payments.

LOANS PENDING FEES lists Compliance Files that have been uploaded successfully, but whose fee payment is still pending. Lenders can monitor this area to ensure their fees have been delivered in a timely manner.

UNIDENTIFIED PAYMENTS are payments received from your company without the proper identification to apply it to the intended loan. Lenders can monitor this area to ensure that payments made are being properly identified with the eHP LOAN NUMBER.

PAID LOAN FILES lists compliance file that have been paid.

SHORT PAYMENTS If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

CLEAR A DEFICIENT COMPLIANCE FILE

LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.

Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected DEFIs. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.

Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.

Please make sure that you're shipping and post-closing staff is very familiar with this area.

Remember your loan cannot be approved with outstanding deficiencies.

EHP COMPLIANCE APPROVAL

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline.

SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER

The Mortgage File including Credit Package and it is sent to US Bank. The US Bank Delivery and Funding Checklist is found within the US Bank web site.

To locate the US Bank product guidelines [Use this link](#), then select U.S. Bank HFA Lending Guide/ 500: Housing Finance Agency Programs/Louisiana/Capital Area/Product Guides. If you experience any technical difficulty, please contact U.S. Bank HFA Division directly at 800-562-5165. U.S. Bank notifies lenders of exceptions.

FINAL DOCUMENTS

The recorded mortgage documents, for both the first and second mortgages, should be sent to U.S. Bank.

Welcome to the Next Generation of eHousingPlus© Solutions



eHP FrontPorch Helpful Tips

Our new eHP FrontPorch graphical menu lets you access all apps and tools with one click. These apps were designed to assist you with the program requirements and workflow. In addition, eHP FrontPorch introduces new innovative tools such as Collaboration Station, Quick Tips, the eHPlaylist, and the Alerts and Notifications area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

eHProForms

eHProForms is our newly designed forms generation app where a lender will access all program related documents. Using a search feature to quickly access the loan file, it provides all of the program forms that are required for your specific loan.

The forms are now organized by purpose leading with compliance related forms which will be part of the compliance package you sent to eHousingPlus, the closing second lien assistance and other similar forms you will submit to the servicer and their package and two additional areas for special forms and documents that may apply to your loan. The forms instantly generate from your loan record so it's essential to make sure that you review the information for accuracy.

If something needs to be updated you can log into the eHPortal, edit the loan and you come back to eHP FrontPorch and regenerate the forms. It is easy and you can create forms as many times as you need with just one click. If your loan record has not been updated, your loans will be incorrect, and your file will be placed in deficient status.

Clicking the waffle menu at the top of the page is an easy way to get back to the main menu.

eHP Front Porch Helpful Tips

Collaboration Station

Collaboration Station creates a history of any issue that has been communicated regarding a specific loan and provides certain status alerts.

In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

Click the message icon and a menu of eHousingPlus staff will appear at the top with their role for you to make the appropriate selection. You may include your team members who have user credentials to eHP FrontPorch that may assist in expediting solutions for your loans.

In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.

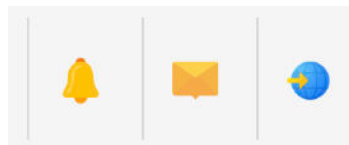
This view can be grouped, filtered, searched, and exported.

Quick Tips

Quick Tips is a library of useful tips to give you simple quick how to answers on common topics related to the process. It is a way to have short simple tips at your fingertips by roller subject where you can catch up and get you up to speed fast. These Quick Tips are a great place to search for frequent questions, concerns, or simply to educate yourself on a variety of topics.

eHPlaylist

The eHPlaylist is a newly created video platform with tutorials on where to perform tasks best practices and how-to's, all created to assist you with important information. Visual content is easy to access and understand and our playlist has a library of short concise and process-based learning topics. The video library has various categories and brief descriptions to easily build learning tools for your team. Together with Quick Tips, the eHPlaylist will provide you and your team with continuous learning resources to help you keep up to date with any platform or process changes.



Alerts and Notifications

The Alerts and Notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.

The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

PROGRAM TIMETABLE — 15, 45 and 70-DAY DEADLINES

Buyers MUST HAVE A FULLY- EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or be on a waiting list. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract. To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please DO NOT reserve loans that cannot meet the timetable.

If the loan is not underwriter certified within 15 days of loan reservation, the loan is subject to cancellation. eHousingPlus via email notifies lenders that the loan may be canceled if the underwriter certification is not completed. Should the loan reservation be canceled at any point during the reservation, the issuer may allow the loan to be reinstated at the higher of the mortgage rate originally reserved or the then current program mortgage rate.

Please wait until 45 days before closing to reserve funds for new construction, short sales and foreclosures. Loans not purchased within the timeframe below cannot be purchased. However, please keep in mind that the revolving pool of funds assures continuous funding — fund availability makes it unnecessary to rush to reserve funds.

Loan Processing, Delivery and Purchase Timetable

Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be

- (1) underwriter certified within 15 days of loan reservation
- (2) closed and delivered to the Servicer within 45 days of loan reservation and
- (3) purchased within 70 days of loan reservation.

Extensions

- Any loan not purchased within 70 days will automatically receive a one-time only 30-day extension. **The cost of the extension is \$375** and the fee is due whether or not the Mortgage Loan is ultimately delivered by the Lender for purchase. If the Loan is delivered and purchased, the fee shall be charged and netted out of the Mortgage Loan purchase price paid to the Lenders, with a separate monthly payment to the Issue for all collected extension fees. If the extended Mortgage Loan is not purchased to U.S. Bank, the fee will be separately invoiced by the Issuers and paid by the Lender to the Issuers.
- If a Lender participating in the Program has a high rate of cancellations of loan reservations, or otherwise engages in behavior inconsistent with Program goals, the Issuers reserve the right to consider the suspension or termination of such Lender with respect to the Program, even if such Lender is in good standing with the Master Servicer.

PROGRAM FEES

First Mortgage Fees

There are zero origination points and zero discount fees charged in this program. (Rev 04/03/17)

eHousingPlus Fees

The program includes a first mortgage Compliance/Admin Fee of \$275 and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via eHP [FrontPorch using the eHPay App](#).

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance. (Added 10/14/15)

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, income limits, sales price limits, targeted areas, homebuyer education, rate, term, points, fee limits, LTV, FICO score, special state, city, county program requirements for qualified military, first responders, teachers, etc.). (Rev 08/22/16)

US Bank Fees

\$80 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by US Bank. (Rev 04/25/18)

Lenders are permitted to charge reasonable and customary charges for out of pocket expenses and costs. Other financing costs such as legal fees and underwriting fees may be charged and courier fees may be charged if such fees are normally charged. Lenders may charge the usual and reasonable settlement costs. Settlement costs include titling and transfer costs, title insurance, survey fees or other similar costs. Other allowable fees include doc prep fees, notary fees, hazard, mortgage and life insurance premiums, recording or registration charges, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor. "Junk" fees are not a defined term and may not be charged. Excessive fees are not permitted in the program.

Lender Compensation

Loan Type	Origination Fee	SRP	Total
FHA	zero	2.00%	2.0%
USDA:RD	zero	2.00%	2.0%
VA	zero	1.50%	1.50%
Freddie Mac HFA Advantage	zero	2.00%	2.0%

(Rev 04/03/17)

**ARCHIVED REVISIONS TABLE
2014 - 2021**

Date	Topic (effective immediately unless otherwise noted)	Page
8-28-14	Homebuyer education requirement clarified — applies only to first-time buyers	7
10-13-14	References to Fannie Mae My Community Mortgage (MCM) loan added. Fannie Mae MCM Reference Material Links	6, 7, 8, 11 8
10-23-14	Clarify who may pay Fannie Mae MCM Loan Level Price Adjustment and Adverse Market Fee and location of specific fee information.	7
3-13-15	Expanded Eligible Area to cover several additional parishes, Income use clarified; Added additional Fannie Mae MCM information	7 8
5-14-15	CAPITAL AREA FINANCE AUTHORITY NAME CHANGED FROM EBRMFA THROUGHOUT	Throughout
6-4-15	Added National Mortgage Insurance as another approved education provider	7
9-1-15	Removed References to FannieMae MCM Added FreddieMac HFA Advantage	Throughout 6, 7, 15-22
9-26-15	Added Contact Directory	7
9-26-15	Reformatted About The Financing	10 & 11
9-26-15	Reformatted Compliance Origination Process	12, 13, 21, 22
9-26-15	Changed eHP and US Bank Fee Language	15 & 24
9-26-15	Reformatted	16 & 25
10-14-15	Added eHP fee information & revised US Bank fees	15 & 24
10-16-15	Added disclaimer regarding not reproducing program forms	16 & 25
12-1-15	Added program products chart	8
12-1-15	Revised FICO scores, manufactured housing regulations	10,21
12-1-15	Revised manual underwriting	11.21
12-22-15	Revised eHP Fee	16, 26
5-18-16	2016 Income limits Government Loans 2016 Income limits Freddie Mac Loans	10 20
5-20-16	Revised Assistance Amounts Effective June 15, 2016 Revised eHP Compliance Fee to \$275 Effective June 15, 2016	8 16, 25
07-12-16	Added Tangipahoa Parish to eligible areas effective 07/12/16	10 & 20
07-28-16	Revised Program Rate/Offering Chart Added Tangipahoa income limits AND clarified HFA Advantage eligible borrower Revised manual underwriting language Revised Refinance language eHousingPlus Fee changed	8 9 & 19 11, 20, 21 11 & 21 15 & 24

Date	Topic (effective immediately unless otherwise noted)	Page
08-22-16	Clarified eHousingPlus Fee, Revised Conventional loan minimum FICO Added FHA 203H to available loan products	15 & 24, 20 8
08-30-16	Added FHA 203K Streamline to available loan products	8
11-14-16	Added new parishes: Evangeline, Lafayette, St. Bernard, Terrebonne	9, 19 & 20
12-08-16	Added new parish: St. Martin	9, 10
12-08-16	Removed Freddie Mac section of the guide and incorporated any variance into guideline	8, 9, 10, 11
12-15-16	Added new parishes: Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis	9, 10
2-7-17	Corrected language on manufactured housing	10
04-03-17	Revised WHO TO CONTACT grid Added a RATES/OFFERINGS grid Removed Freddie Mac overlay from Eligible Borrower Criteria Added Acadia Parish to Eligible Area Revised DTI Requirement for conventional loan Added US Bank Tax Transcript requirement Removed Origination Fee Revised eHousingPlus Compliance/Admin Fee Revised US Bank Tax Service Fee Revised Lender Compensation grid	7 9 10 10 & 11 11 13 17 17 17 18
04-07-17	Removed St Bernard Parish from eligible areas	10 & 11
04-19-17	Revised Income Limits effective with new loan reservations 04/20/17 and after	10
05-16-17	Added Lafourche Parish Updated US Bank Web Site link	10 & 11 20
06-05-17	Added Assumption Parish	10 & 11
06-20-17	Added Ouachita and Franklin Parishes Revised DTI to 45% for all loan products	10 11
08-23-17	Added Iberia and St. Landry Parishes Updated Condo language Added Federally Declared Disaster Areas language and Income Limits Added Freddie Mac Income & Property Eligibility Tool Revised Qualify process	10 10 11 12 15
10-27-17	Removed US Bank Tax Transcript requirement	14
02-01-18	Revised Rates/Offerings chart	9
04-25-18	Corrected Freddie Mac HFA Advantage Loan max DTI to 50% Revised US Bank Tax Service Fee, effective 04/30/18	10 18
5-17-18	Revised income limits effective with new loan reservations 5/17/18 and after	10
06-13-18	Revised Freddie Mac income limits and Tangipahoa Gov't loan income limit Removed Freddie Mac Income & Property Eligibility Tool for Assumption, Cameron, Lafourche and Terrebonne Parishes	11 12
09-05-18	Effective 09/05/18, added St. James Parish	10, 11
10-01-18	Effective 10/01/18, added: Avoyelles, Jackson, St. Mary, Vermillion and Washington	10, 11

Date	Topic (effective immediately unless otherwise noted)	Page
11-30-18	Income Limits reinstated on the conventional loan	12 & 13
12-12-18	Changed eHousingPlus Lender Portal to: eHPortal Added language for a lender to contact Agency (FHA, VA, RD, Freddie Mac) regarding ownership of other property Added Mortgage Insurance language under DTI requirement Added eHP Digital Docs	Throughout 11 11 16 - 21, 23, 25
02-04-19	Added Caddo Parrish as an eligible area	11 & 12
07-26-19	Added Union Parish as an eligible area Revised FHA Income Limits	11 & 13 12
09-16-19	Added CAFA AIS Grant information Added CAFA AIS Grant Income Limits	9, 10, 17, 18 13, 14
01-13-20	Added Special Note for Freddie Mac HFA Advantage loans Revised Maximum DTI - Effective 01/06/20 Revised Income Limits - Effective 01/13/20 Revised US Bank Webs Site information Added note to timeline regarding Freddie Mac HFA Advantage loans Added Archived Revisions Table 2014 - 2018	8, 15, 16 9 11 & 12 21 22 26
05-25-20	Removed AIS Grant entirely from guidelines Revised Contact Directory Added US Bank COVID-19 Guidance Revised Income Limits (FHA, VA, USDA-RD, Freddie Mac OVER 80% AMI) Added Freddie Mac purchase price limit Revised manual underwriting guidance	Various pages 6 9 10 & 11 10 13
07-19-20	Revised Freddie Mac 80% AMI and lower income limits	10 & 11
09-22-20	Added Bienville, Bossier Parish, East Carroll, Red River to Eligible Loan Area	9
05-24-21	Revised Contact Directory Added map of eligible area (new Parishes added to Program) Revised Income and Purchase Price Limits	6 9 10 & 11
07-22-21	Revised Freddie Mac 80% AMI and lower income limits Added Rapides Parish	10 & 11 9