

CAPITAL ADVANTAGE PLUS PROGRAM

Administrator Guidelines

Published 02/13/23
Revised 11/02/26
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

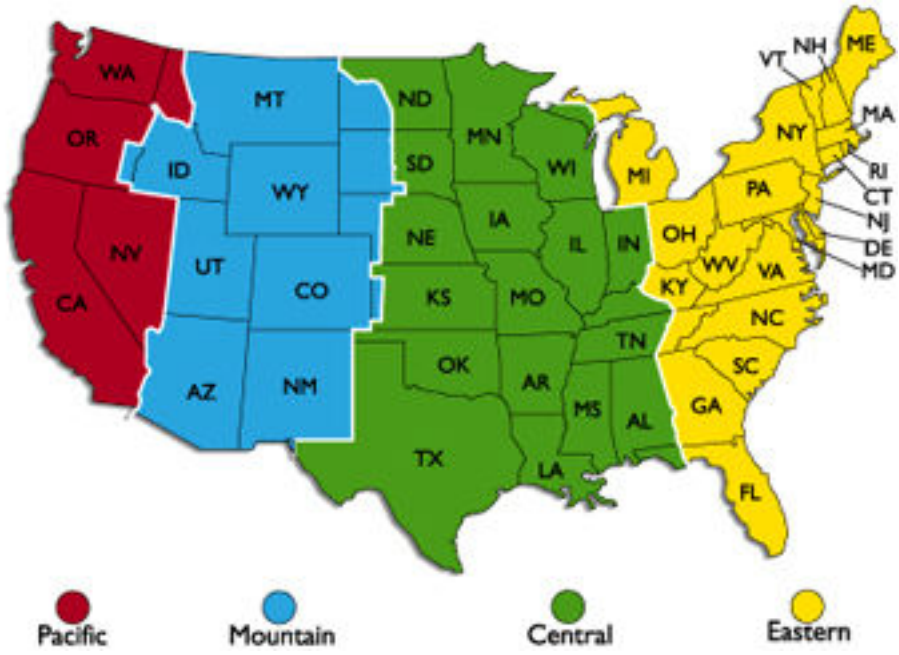


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REVISIONS TABLE

Archived Revisions Table located on the last page of this guide

Date	Topic (effective immediately unless otherwise noted)	Page
05-14-26	Updated income limits, effective 05/01/26	10 - 12
11-02-26	Revised Loan Delivery timeline to 60 days effective with new loan reservations 11/02/26	23

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		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
US Bank Contacts 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 Questions regarding exceptions on first and second mortgage closed loan files	(800) 562-5165	Click here

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, VA, USDA:RD (government loans) and Freddie Mac HFA Advantage (conventional loan). The requirements for Government and Freddie Mac loans may be different.

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.

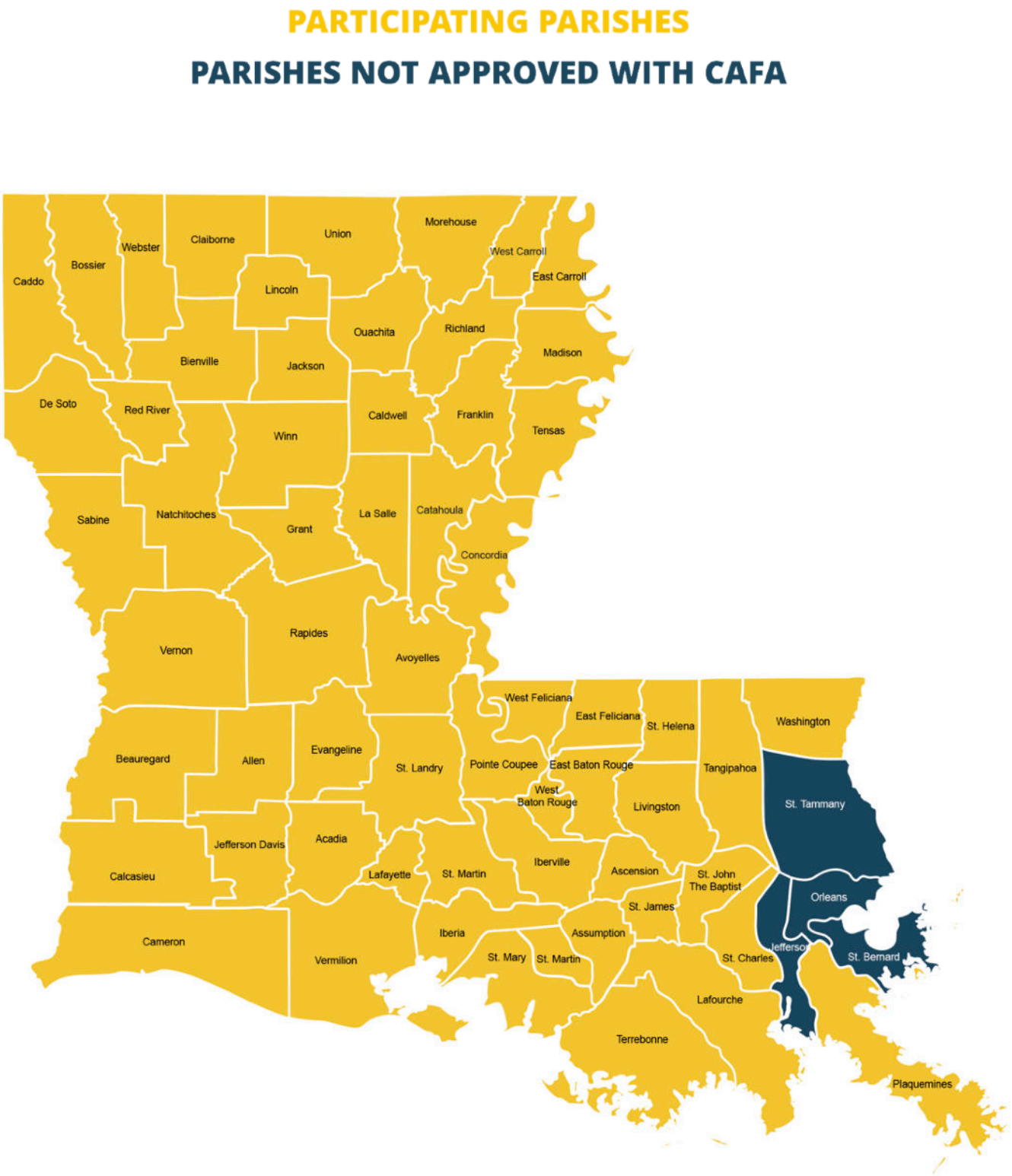
Freddie Mac HFA Advantage Conventional Loan - ABOVE 80% AMI
These loans will use the same income limits as the FHA and VA loans and will receive standard level MI coverage.

ASSISTANCE

- 6% Interest, fully-amortizing, second mortgage
- 20-year term
- Carries a monthly payment
- Lender will provide the borrower with separate LE and CD for the second mortgage (may not be combine on the first mortgage LE and CD)
- Calculated on the final loan amount (include MIP)

The unpaid balance of the second mortgage will become payable in full in the event of sale, transfer, satisfaction of the first mortgage, refinancing of the property or until such a time the mortgagor ceases to occupy the property.
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. When the first mortgage is reserved in the system, the assistance is automatically reserved. There is no additional reservation necessary. The assistance will be funded by the lender. U.S. Bank reimburses Lender at loan purchase.

Eligible Area



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 only**. Homebuyer education must be conducted PRE-CLOSING and the Homebuyer Education course must satisfy standards defined by the U.S. Department of Housing and Urban Development (HUD) **or** the National Industry Standards for Homeownership Education and Counseling including online HUD-approved non-profits using eHomeAmerica (Neighborworks based curriculum).

Local approved education providers:
https://www.lhc.la.gov/events?name=&type=1
www.midcityredevelopment.org
http://www.moneymanagement.org
http://www.nw.org/network/training/homeownership/default.asp
https://nationalmi.myhometrek.org/
Online approved education providers:
https://www.ehomeamerica.org/ eHomeAmerica
https://www.fanniemae.com/education Fannie Mae HomeView
https://www.finallyhome.org/en/partners/mgic/ (This is the ONLY homebuyer education that would be acceptable from MGIC. The ReadyNest course is NOT acceptable)

Minimum Credit Score

The Program requires a minimum 640 FICO credit score, the mid score must be the minimum or above. If an Agency (FHA, etc) has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for loans, then lenders must use the higher minimum.

Manual Underwriting

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. Review the U.S. Bank Product Guidelines for details.
Click on this link > U.S. Bank HFA Lending Guide > 500: Housing Finance Agency Programs > Louisiana > Capital Area Finance > Product Guides.

Maximum Debt to Income Ratio

The program maximum DTI ratio is 45% for all loan products with 640 - 679 FICO.The program maximum DTI ratio is 50% for all loan products with a 680+ FICO.

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

- Follow loan agency guidelines (FHA, VA, Freddie Mac, etc.) for income calculation. 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.)
- 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.

Effective 05/01/26

Parish	Government Loans	Freddie Mac Loans 80% AMI	Freddie Mac Loans Above 80% AMI
Acadia	$97,635	$59,840	$118,860
Allen	$97,635	$52,480	$118,860
Ascension	$108,675	$69,440	$132,300
Assumption	$97,635	$69,440	$118,860
Avoyelles	$97,635	$47,520	$118,860
Beauregard	$98,900	$70,080	$120,400
Bienville	$97,635	$47,520	$118,860
Bossier	$97,635	$60,160	$118,860
Caddo	$97,635	$60,160	$118,860
Calcasieu	$106,950	$63,200	$130,200
Caldwell	$97,635	$57,200	$118,860
Cameron	$106,950	$63,200	$130,200
Catahoula	$97,635	$54,160	$118,860
Claiborne	$97,635	$47,520	$118,860
Concordia	$97,635	$47,520	$118,860
DeSoto	$97,635	$60,160	$118,860
East Baton Rouge	$108,675	$69,440	$132,300
East Carroll	$97,635	$47,520	$118,860
East Feliciana	$108,675	$69,440	$132,300
Evangeline	$97,635	$47,520	$118,860
Franklin	$97,635	$47,520	$118,860

Parish	Government Loans	Freddie Mac Loans 80% AMI	Freddie Mac Loans Above 80% AMI
Grant	$97,635	$59,360	$118,860
Iberia	$97,635	$59,840	$118,860
Iberville	$108,675	$69,440	$132,300
Jackson	$97,635	$47,520	$118,860
Jefferson Davis	$97,635	$60,800	$118,860
Lafayette	$103,845	$59,840	$126,420
Lafourche	$99,590	$63,680	$121,240
LaSalle	$104,190	$63,280	$126,840
Lincoln	$97,635	$49,760	$118,860
Livingston	$108,675	$69,440	$132,300
Madison	$97,635	$47,520	$118,860
Morehouse	$97,635	$51,360	$118,860
Natchitoches	$97,635	$52,320	$118,860
Ouachita	$97,635	$51,360	$118,860
Plaquemines	$101,890	$69,680	$124,040
Pointe Coupee	$108,675	$69,440	$132,300
Rapides	$97,635	$59,360	$118,860
Red River	$97,635	$48,320	$118,860
Richland	$97,635	$47,760	$118,860
Sabine	$97,635	$49,120	$118,860
St. Charles	$101,890	$69,680	$124,040
St. Helena	$108,675	$69,440	$132,300
St. James	$108,100	$69,680	$131,600
St. John the Baptist	$101,890	$69,680	$124,040
St. Landry	$97,635	$47,520	$118,860
St. Martin	$103,845	$59,840	$126,420
St. Mary	$97,635	$53,600	$118,860
Tangipahoa	$97,635	$61,040	$118,860
Tensas	$97,635	$47,520	$118,860
Terrebonne	$99,590	$63,680	$121,240

Parish	Government Loans	Freddie Mac Loans 80% AMI	Freddie Mac Loans Above 80% AMI
Union	$97,635	$51,360	$118,860
Vermillion	$97,635	$59,840	$118,860
Vernon	$97,635	$55,520	$118,860
Washington	$97,635	$47,520	$118,860
Webster	$97,635	$47,520	$118,860
West Baton Rouge	$108,675	$69,440	$132,300
West Carroll	$97,635	$53,840	$118,860
West Feliciana	$108,675	$69,440	$132,300
Winn	$97,635	$48,880	$118,860

Property Requirements

There are no purchase price limits in this program. Follow Agency and GSE guidelines for maximum loan limits.

- 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.

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.

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. Borrowers are permitted a reimbursement of pre-paids and overage of earnest money deposit to the extent any minimum contribution has been satisfied and is permitted by Agency guidelines.

If the funds are received as Gift Funds, we do allow a refund to the borrower. Since this is not the borrower(s)' own funds, a refund of any excess Gift Funds is not considered "cash back". When refunding Gift Funds, include a copy of the Agency required Gift Letter in the compliance file. Adhere to any additional Agency (FHA, RD, VA) guidelines when applying a principal reduction for cash back other than those received from Gift Funds. Cash Back from a gift of equity is not permitted.

Construction to Perm
Not permitted.

Co-Signer and Non-Occupant Co-Borrowers 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.

Minimum Loan Amount
There is no minimum loan amount in this program.

Non-Purchasing Spouse - Does not sign any program documents.

Owner Occupancy Requirement The borrower must occupy the residence for the term of the loan or until the loan is satisfied and within 60 days of loan closing.

Power of Attorney - Permitted but must satisfy Agency or GSE requirements as well as Servicer requirements. Active duty military personnel may provide an Alive and Well Letter. Lenders should contact their title company/closing agent for information regarding POA requirements in the State of Louisiana. Refer to the US Bank Guideline.

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.

Second Mortgage Documents / Title Insurance / Mortgagee Clause – Borrowers must sign all second mortgage documents at the same time the first mortgage documents are signed. The second Mortgage to CAFA must be recorded concurrently with the first mortgage at closing. US Bank should be listed as the Trustee on the second mortgage.

Subordination Agreements/Payoff Statements - CAFA will not subordinate its second loan position if the borrower refinances the first mortgage or obtains a home equity line of credit (HELOC). To order a payoff statement, please fax a written request with borrower authorization to US Bank at 877-903-6972.

Mortgagee Clause / Loss Payee for 2nd Lien
U.S. Bank National Association
Its Successors and Assigns as Their Interest May Appear
C/O U.S. Bank Home Mortgage
P.O. Box 961045
Fort Worth, TX 76161-0045

U.S. Bank reviews all second mortgage documents post-closing. NOTE: Reference HFA specific checklist for second lien documentation required for delivery in the U.S. Bank Lending Guide.
Use the following link to be redirected to the U.S. Bank web site.

Tax Returns or Tax Transcripts are not required for Program compliance. However the Servicer will require tax transcripts. Follow U.S. Bank and Agency requirements.

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.
***Reminder - Lender must provide a separate LE and CD for the second mortgage. This may not be combined with the first mortgage LE and CD.**



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

***Reminder - Lender must provide a separate LE and CD for the second mortgage. This may not be combined with the first mortgage LE and CD**

Form	Signed When?	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signer
CAFA Second Mortgage	Closing	Yes	Yes	Yes	No
CAFA Second Note	Closing	Yes	Yes	Yes	Yes
CAFA Obligation 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:

- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- FINAL SIGNED 1003
- Homebuyer Education Certificate
- Real Estate Purchase Contract
- 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

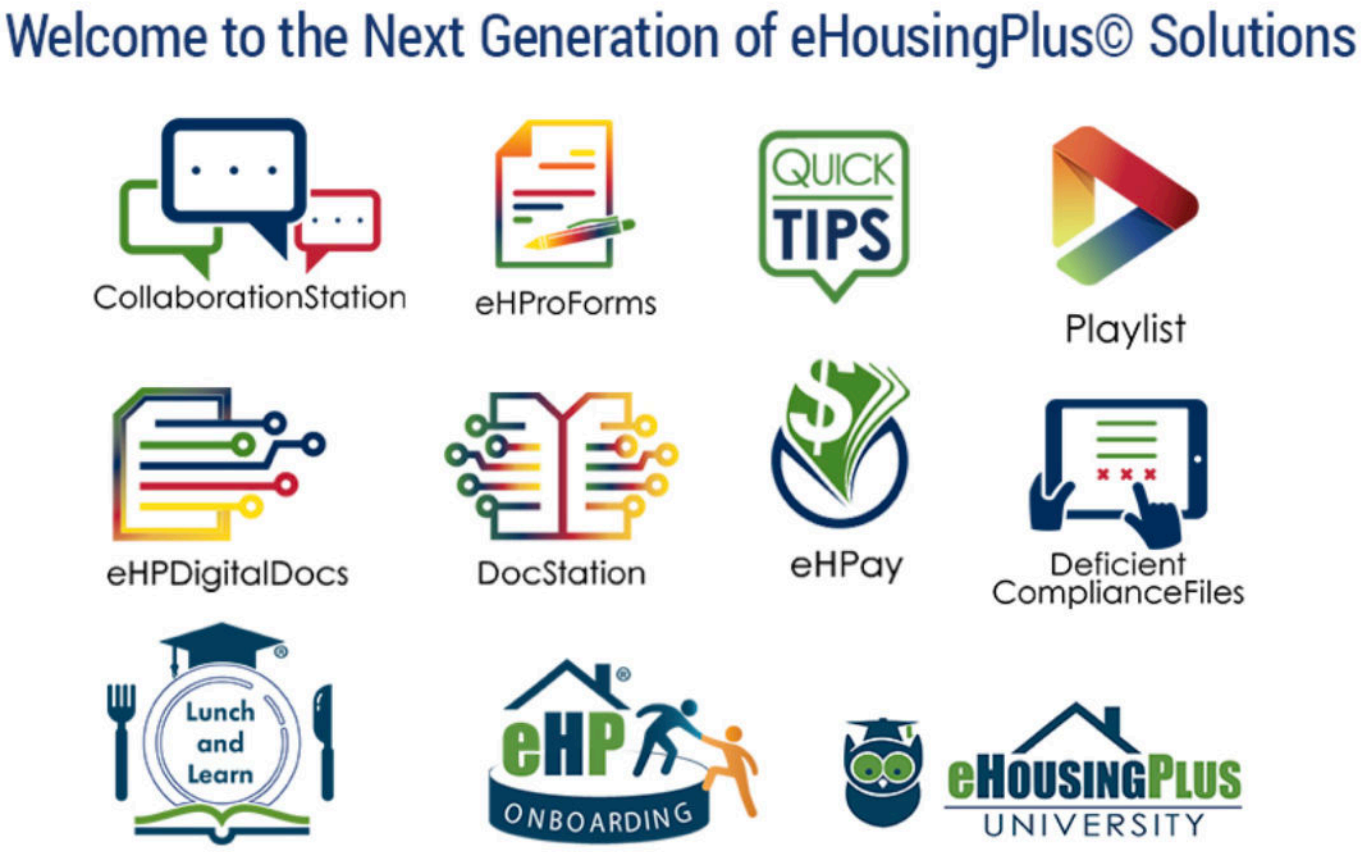
US Bank Instructions

Include the mortgage file and credit package. The US Bank Delivery and Funding Checklist is found within the US Bank web site.
To locate the US Bank Product Guidelines and Checklist **click on this link.**
Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services*.
Your web page will be redirected to the AllRegs site for US Bank HFA Division.
Click on US Bank HFA Lending Guide. Then click on 500: Housing Finance Agency Programs.
If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165.

US BANK notifies lenders of Exceptions, posts exceptions online and sends a weekly summary of outstanding exceptions.

FINAL DOCUMENTS

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



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.

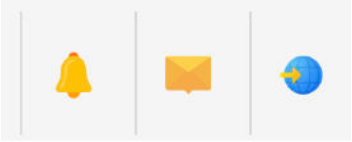
In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.
This view can be grouped,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

BUYERS MUST HAVE A FULLY EXECUTED SALES CONTRACT FOR A SPECIFIC PROPERTY in order to have funds reserved or to 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. This is particularly important with respect to new construction, foreclosures and short sales. Please wait to reserve funds. Loans not purchased within the time frame below, cannot be purchased.

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:

- Underwriter Certified PRIOR to loan closing
- Purchased within 60 days* of loan reservation, effective with new loan reservations 11/02/26
  Prior to 11/02/26 - 70 Days

** 60 days is from reservation to loan purchase by the servicer (this means the loan file closed, received compliance approval and is purchased by US Bank).*

Loan Purchase Extension Fee
Any loan not purchased within 60 days will automatically receive a 30-day extension at the cost of 0.25% of the loan amount. Additional 30-day extensions will be applied as needed at a cost of 0.25% of the loan amount for each extension. Extension fee(s) will be netted by the Servicer when loans are purchased.

PROGRAM FEES

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.

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.).

US Bank Fees

$84 Tax Service Fee and $475 Funding Fee. These fees will be netted out at time of purchase by US Bank.

LENDER COMPENSATION

Origination Fee: A lender may charge up to 1% origination fee. This fee may be paid by buyer or seller as allowed by the agency.

Discount or Additional Points: Not allowed

Service Release Premium: 1.50% Paid upon the purchase of the loan by Servicer.

Customary Charges Incurred by Lender: These should be nominal, customary and justified as pass through costs. Examples are as follows:

- Financing Costs – legal fees, underwriting fees and courier fees
- Settlement Costs – title and transfer costs, title insurance, survey/ILC, recording or registration costs
- Other Costs – doc prep fees, notary fees, hazard insurance premium, mortgage insurance premium, life insurance premium, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor.

Archived Revisions Table

Date	Topic (effective immediately unless otherwise noted)	Page
08-02-23	Updated income and loan limits	10 - 12
08-15-23	Added Credit Score, DTI and LTV Requirements for Gov't and Conv Loans	10 & 11
10-02-23	Revised contact directory Revised homebuyer education providers Added eHP FrontPorch	6 8 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