



## **Administrator's Guidelines**

# **2026 - 2028 Mortgage Credit Certificate Program**

**Published 05/15/26**



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**REVISIONS TABLE**

Archived revisions found on the last page of this guide

Date	Revision	Page

**Escambia County HFA**  
**850-432-7077 or 800-388-1970**  
**8:30AM - 4:30PM CT**  
[fran.jones@escambiahfa.com](mailto:fran.jones@escambiahfa.com)

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

Question	Option #	email
Lender Training (Program & System)	Option #4	<a href="#">Click here</a>
Lender User Access (Credentials, Disabled Access, etc)	Option #1	<a href="#">Click here</a>
eHPay - Digital Payment of Compliance Fees	Option #3	<a href="#">Click here</a>
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	<a href="#">Click here</a>
Deficiencies - To view and upload compliance file deficiencies	View compliance DEFI's in <a href="#">eHP FrontPorch</a> 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 <a href="#">eHP FrontPorch</a>	
System Errors - Technical Assistance	Option #6	<a href="#">Click here</a>

**THESE GUIDELINES MAY BE USED FOR A STAND-ALONE MCC, OR AN MCC COMBINED WITH THE ESCAMBIA COUNTY FIRST MORTGAGE. IF USED WITH THE HFA'S FIRST MORTGAGE YOU MUST ALSO VIEW THE FIRST MORTGAGE GUIDELINES. WHICHEVER GUIDE HAS THE MORE STRICT RULES, FOLLOW THE STRICTER RULES.**

## THE PRODUCT

### MORTGAGE CREDIT CERTIFICATES

The Escambia County Housing Finance Authority (HFA) has authorized the issuance of Mortgage Credit Certificates (MCCs). The Program Administrator will be eHousingPlus (the "Administrator").

### TAX DISCLAIMER

This material is not intended or written to be used, and it cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed on the taxpayer. This material may be used to support the promotion or marketing of the matter discussed herein. The taxpayer should seek advice from an independent tax advisor regarding the matter set forth herein based on the taxpayer's particular circumstances.

### What is a Mortgage Credit Certificate?

A mortgage credit certificate ("MCC") was designed to assist persons of low and moderate income to better afford their own home. The procedures for issuing MCCs were established as an alternative to the issuance of single family mortgage revenue bonds. As distinguished from a bond program, in a MCC program the mortgagor may take a tax credit in an amount equal to the annual amount of interest paid on the mortgage loan multiplied by the Mortgage Credit Certificate Rate. Currently, to maximize the benefit to the MCC applicants, the Mortgage Credit Certificate Rate for the Program is 20%, there is no annual maximum tax credit cap.

As an example, an Applicant with a \$349,000, 30 year, fixed rate mortgage (monthly payment has equal monthly installments of principal and interest) and a 7.125% interest rate could realize the following federal income tax savings (numbers are rounded):

#### Example of Buyer Benefit (20% Tax Credit)

- 7.125%, 30-year fixed rate mortgage
- \$349,000 mortgage loan amount
- 20% Tax Credit Rate with no annual maximum tax credit cap
- \$22,685 mortgage interest paid in first year
- Multiply MCC Credit Rate of 20% (.20) x Mortgage Interest Paid (\$22,685) = \$4,537
  - \$4,537 is the maximum potential tax credit
- Borrower has \$5,500 in tax liability (because the tax liability is more than \$4,537 in potential tax credit, the borrower can use the entire amount of the tax credit.
  - Of the \$22,685 mortgage interest paid apply as follows on the tax return:
    - \$4,537 may be applied as a Tax Credit (this is a dollar for dollar reduction)
    - \$18,148 will remain as a Tax Deduction

During the first year of the Program, the Applicant in the example would be eligible for a tax credit of up to \$4,537 if not limited by tax liability. The Applicant would be able to file a revised W-4 withholding form taking into consideration the anticipated tax credit and have approximately \$378 per month in additional disposable income in the first year.

In the example, 100% of the mortgage interest paid is \$22,685 so 20% of the mortgage interest paid is \$4,537. Because the credit rate is 20%, the amount that may be claimed as a credit there is no annual maximum tax credit cap. According to IRS instructions on Form 8396, the amount of allowable mortgage interest deduction on Schedule A is determined by reducing the amount on Line 3 of Form 8396 (\$4,537). So the total mortgage interest paid in the first 12 months was \$22,685, subtract \$4,537 and the remaining \$18,148 may continue to be used as a deduction.

The tax credit amount may be used as a tax credit after all other deductions and credits have been applied and to the extent there is tax liability. If not all of the tax credit can be used because there is not enough tax liability, it may be carried forward for up to three years. However, it cannot be added to the allowable mortgage interest deduction.

Borrowers who receive an MCC and who continue to own and occupy the financed home will be eligible for a tax credit each year for the term of the loan.

The amount of the credit actually claimed on the MCC holder's federal income tax return cannot exceed the amount of federal income taxes due after other credits and deductions have been taken into account.

A purchaser of a new or existing single family home may apply for a MCC through any participating mortgage lender at the time he or she applies for a mortgage from the lender. A MCC cannot be issued to a homebuyer who is refinancing an existing mortgage or in connection with a mortgage from a relative. Also, an MCC cannot be used in connection with a bond program. MCCs may be paired with the Escambia County HFA Program because they are NOT bond funded programs.

It's important to note that all or a portion of the MCC related tax credit may be subject to recapture if the Residence is sold within the first full nine years of purchase. This tax credit recapture is further explained in the Notice of Potential Recapture Tax and in the Recapture Tax brochure provided to an applicant.

It is important that borrowers understand the MCC and consider getting more information from their tax professional or the IRS.

**What is the lender involvement?**

Simply follow the guidelines for the first mortgage.

Lenders are responsible for a one-time filing of IRS Form 8329 by January 31st following the year in which the loans with MCCs were originated, and for keeping certain records regarding the MCCs. The Program Administrator will email the completed IRS form for Lender to execute and file with the IRS.

### **MCC Homebuyer Benefit**

The MCC can reduce the amount of federal income taxes; however, the tax benefit cannot exceed the amount of federal taxes owed for the year after other credits and deductions have been taken. But unused credit may be carried forward for up to three years.

As an option, Borrowers will have to adjust federal income tax withholding in order to receive the MCC benefit on a monthly basis. This adjustment is accomplished by the borrower speaking to their payroll department at their place of work. By reducing monthly withholding, they will have more disposable (after tax) income with which to make mortgage payments. The benefit of the MCC program continues for the term of the mortgage as long as the holder of the MCC continues to own and occupy the home under the mortgage for which the MCC was issued.

### **What does the Homeowner have to do to claim the benefit with the IRS?**

Each year the homeowner files Form 8396 with their federal income tax return. The form is available on the IRS website. Borrowers must continue to own and occupy the home as a primary residence to claim the benefit.

### **MCC Special Rules**

Process the MCC following these guidelines, and process the first mortgage using the first mortgage guidelines. After closing, simply follow the compliance file checklists. There are separate checklists for the first mortgage and for the MCC.

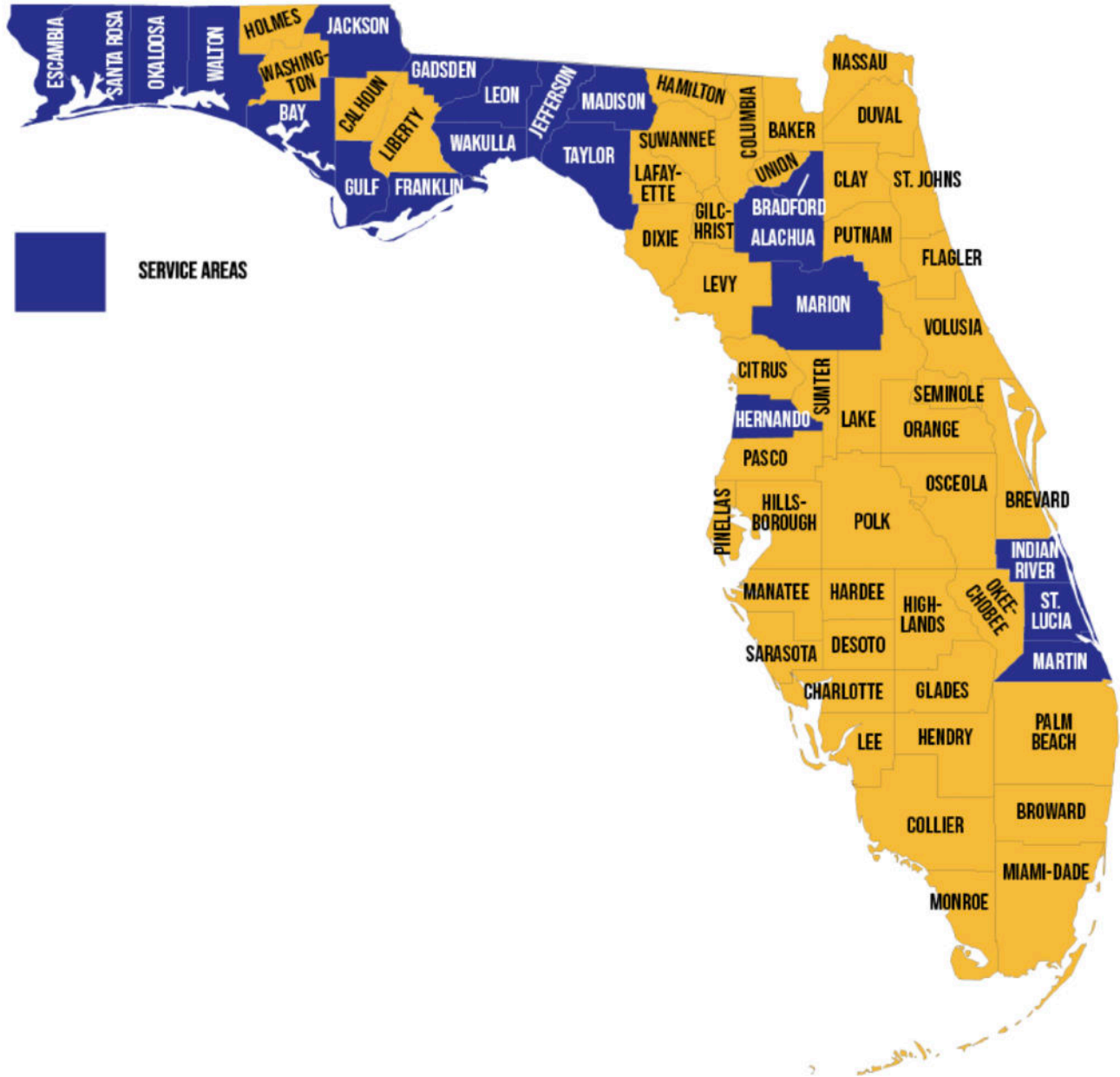
The MCC and Final Recapture Notice will be issued by the Program Administrator via mail sent to the borrower at the property address once the compliance file is approved.

Each January, the Program Administrator will provide the Lender with the required IRS reporting form for each year in which the Lender originates loans with MCC's.

### **Term of Program**

MCCs may not be made for loans closing after **December 31, 2028**. Make certain that loans meet all deadlines that may be imposed on the program. Check with the Program Administrator for further information.

### MCC Eligible Areas Map



## ABOUT THE MCC PROGRAM

**Issuer:** Escambia County Housing Finance Authority

### The Program

Entitles the recipients to take an annual federal income tax credit. A tax credit represents a reduction of actual federal income taxes due. The holder of the MCC may use the credit each year the loan is outstanding as long as they continue to live in the home as their primary residence.

### Allowable Loan Products

Lenders may choose loans offered by Escambia County HFA in their first mortgage program or loans from Lender's own rate sheets.

#### Loans must be --

- FHA, VA, and conventional loans acceptable to Fannie and Freddie that are 30 year, fixed-rate market loans.
- No adjustable rate, balloon, interest only products are permitted. Stated income loans are not permitted.
- MCCs may not be issued for loans funded from a mortgage revenue bond program or for loans made by persons related to the buyer. No interest may be paid to a person related to a buyer.
- Cosigners are allowable in an FHA transaction when meeting the following conditions: (1) a cosigner cannot have any ownership interest in the property (they cannot be on the Deed) and (2) the cosigner cannot reside in the property being purchased. A cosigner will sign only the Note in the transaction. A cosigner's income is not considered for program purposes, tax returns are not required and cosigner's do not sign any program forms. For credit purposes, follow FHA guidelines.

### Program Requirements

**Three Year Requirement.** **Borrowers and their spouses** must not have owned a principal residence for 3 years prior to closing of the loan for which the MCC will be issued (with exceptions for homes located in Targeted Areas and Veterans Exception loans). The past 3 years federal income tax transcripts for all borrowers and spouses are required.

**Principal Residence.** The home must be expected to become the principal residence of the Borrower within 60 days following closing. The MCC will be effective only as long as the home remains the Borrower's principal residence along with the original mortgage issued in conjunction with the MCC. Borrowers who refinance the original mortgage will lose their MCC.

**Income and Purchase Price Limits.** Household income and the purchase price/sales price of the home are limited.

**Qualified Property.** Residential Units only. New or existing, one unit, detached or attached, condos, and townhomes. **Homes are considered new if never previously occupied.**

- Mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- Land may not exceed the size required to maintain basic livability.

**New Loans.** The loan must be made to acquire a home and may not be used to refinance a home or pay off an existing home/mortgage.

## MCC PROGRAM REQUIREMENTS

### **Regardless of the first mortgage, all loans with MCC's have the following requirements:**

- Buyers and spouses must be first-time buyers
- Buyers and spouses must be able to permanently reside in the US.
- Work visas, student visas, any temporary visas do not qualify.
- Past 3 years tax returns or tax transcripts (any combination) for first-time homebuyers, or the most recent 1-year tax return/tax transcript for qualified veterans or borrowers purchasing a home located in a designated Targeted Area.
- Buyers must live in the property they purchase as their principal residence.
- All applicants must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.
- Buyers must occupy the property purchased within 60 days of closing.

### **Verification of First-Time Homebuyer Status**

The following evidence is required to determine First-Time homebuyer status and must be included with each loan submission file (compliance file) for each applicant:

- Signed and dated Form 1040 federal income tax returns (or IRS tax transcripts obtained through a 4506T) for the past three (3) years with all schedules that show no deductions for mortgage interest or real estate taxes for a Principal Residence. Note: IRS Tax Code requires the previous year tax return or tax transcript on any mortgage loan closing with a Mortgage Credit Certificate (MCC) after February 15th. Lenders may proceed with loan closing; however, the MCC will not be issued until the required tax information is provided by the borrower(s).
- In the event the applicant was not obligated to file federal income tax returns for any of the preceding three (3) years, it will be necessary for the applicant to state so on the Tax Return Affidavit. An applicant who cannot provide tax returns because they did not file them when required to do so (and failed to file for any applicable permitted extension), are not eligible for the option(s) under the Mortgage Credit Certificate.

### **Veterans Exception - First Time Homebuyer Exemption**

Qualified Veterans do not have to be first-time buyers. For the Veterans Exception, "veteran" is defined as "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." The Veteran cannot have previously obtained a loan financed by single family mortgage revenue bonds utilizing the veteran exception to the first-time homebuyer requirement set forth in Section 416 of the Tax Relief and Health Care Act of 2006. Borrower must provide true and correct copies of discharge or release papers, which demonstrate that such discharge or release was other than dishonorable.

**Targeted Area - First Time Homebuyer Exemption**

Borrowers purchasing in targeted areas do not need to be first-time buyers, and they only need to submit the most recent one year tax return/tax transcript. Identified as Qualified Census Tracts and Areas of Chronic Economic Distress (if any) which are listed below, a borrower purchasing in home in a targeted area census tract is not required to be a first-time buyer. [Click on this link to look-up the property address](#). Then compare the tract to the allowable targeted area census tracts listed below. If you find a match, the property is located in a targeted area. When reserving funds, choose from the TARGETED AREA rate/offering.

Per Rev. Proc. 2024-08, the following census tracts constitute the Targeted Areas for this program effective with new loan reservation 03/08/24:

**Alachua:** 0006.00, 0009.01, 0015.16, 0015.22, 0018.02, 0019.02, 0020.01, 0022.17

**Bay:** 0017.00, 0018.00

**Escambia:** 004.00, 0016.00, 0017.00, 0018.00, 0019.00, 0027.03, 0029.00, 0031.00, 0035.10

**Gadsden:** 0203.00, 0207.02

**Hernando:** 0404.00, 0405.01, 0412.04, 0414.01, 0416.02

**Indian River:** 0503.04, 0509.08

**Leon:** 004.00, 0010.01, 0011.01, 0014.01, 0019.01, 0019.02, 0020.03, 0020.06, 0021.03, 0021.06

**Marion:** 007.07, 0012.06, 0014.01, 0015.00, , 0017.00, 0018.00, 0023.03

**Martin:** 0012.00

**Santa Rosa:** 0106.01

**St. Lucie:** 3802.00, 3803.00, 3804.00, 3814.01

**Homebuyer Education**

Any party appearing on the Note must complete a Program-approved pre-purchase homebuyer education course even if the borrower(s) is a Veteran or purchasing in a Targeted Area. The HFA will accept face-to-face homebuyer education if provided by a HUD approved counseling agency, a unit of local government that provides pre-purchase homebuyer education in FL, or a counseling agency designated by a unit of local government to provide homebuyer education on their behalf. Refer to HUD link below for a list of approved education providers by county. Online HBE is permitted if provided by a HUD approved agency, a unit of local government that provides pre-purchase homebuyer education in FL, a mortgage insurance provider, or an Agency or GSE sponsored course. Homebuyer education provided over the phone or by the lender is NOT acceptable. Certificates of completion are acceptable for 2 years from the date of completion.

Helpful links to provide to homebuyers:

**Approved Face-to-Face education providers:**

- Face to face from a [HUD approved education provider](#)

**Approved Online education providers:**

- Online education from eHomeAmerica [www.eHomeAmerica.org](http://www.eHomeAmerica.org)
- Freddie Mac Credit Smart <https://creditsmart.freddie.mac.com/paths/homebuyer-u/>
- HomeTREK online education: <https://www.hometrek.org>
- Framework Online Homebuyer Education: <https://hpn.frameworkhomeownership.org>
- MGIC - Finally Home! Homebuyer Education: <https://www.finallyhome.org/en/partners/mgic/>

**Minimum Credit Score - Stand Alone MCC  
(1st mortgage being originated is not with the Escambia County HFA)**

There is no program imposed minimum Credit Score, follow Agency guidelines.

**Maximum Debt to Income Ratio - Stand Alone MCC  
(1st mortgage being originated is not with the Escambia County HFA)**

There is no program imposed maximum DTI, follow Agency guidelines.

**MCC Processing Timetable**

From	To	# Days
MCC Program Reservation	Underwriter Certification	<b>Anytime prior to loan closing</b>
MCC Program Reservation	MCC Compliance Checklist uploaded to eHP Digital Docs	<b>Within 15 days of closing</b>

The eHP Compliance file must be uploaded to eHP FrontPorch via eHP Digital Docs not later than 15 days post-closing or the MCC will cancel.

**MCC HOUSEHOLD INCOME CALCULATION**

Include income of borrower(s) and spouse (both occupant and non-occupant NPS) and any other person who will live in the household who is 18 years of age or older and is obligated for payment of the mortgage debt. Bond program income is not averaged. It is annualized. That's different from income used for credit underwriting. More detailed guidance for calculating program income is located in this guide on pages 23-27.

County	NonTargeted 1-2 Person	NonTargeted 3+ Person	Targeted 1-2 person	Targeted 3+ Person
Alachua	\$106,700	\$122,705	\$128,040	\$149,380
Bay	\$97,714	\$112,371	\$114,360	\$133,420
Bradford	\$99,774	\$114,740	\$114,360	\$133,420
Escambia	\$100,200	\$115,230	\$120,240	\$140,280
Franklin	\$95,300	\$109,595	\$114,360	\$133,420
Gadsden	\$98,074	\$112,785	\$114,360	\$133,420
Gulf	\$99,534	\$114,464	\$114,360	\$133,420
Hernando	\$104,300	\$119,945	\$125,160	\$146,020
Indian River	\$97,894	\$112,578	\$114,360	\$133,420
Jackson	\$95,300	\$109,595	\$114,360	\$133,420
Jefferson	\$98,074	\$112,785	\$114,360	\$133,420
Leon	\$98,074	\$112,785	\$114,360	\$133,420
Madison	\$95,300	\$109,595	\$114,360	\$133,420
Marion	\$95,300	\$109,595	\$114,360	\$133,420
Martin	\$113,640	\$130,799	\$114,360	\$133,420
Okaloosa	\$113,812	\$130,884	\$122,400	\$142,800
Santa Rosa	\$100,200	\$115,230	\$120,240	\$140,280
St. Lucie	\$113,640	\$130,799	\$114,360	\$133,420
Taylor	\$95,300	\$109,595	\$114,360	\$133,420
Wakulla	\$97,994	\$112,693	\$114,360	\$133,420
Walton	\$114,312	\$131,459	\$119,400	\$139,300

**Purchase Price - The “Acquisition cost” is defined as follows:**

The cost of acquiring residential property as a completed residential unit, including: all amounts paid, either in cash or in kind, by the mortgagor or a related party for the benefit of the mortgagor to the seller(s); or related parties for the benefit of the seller(s) as consideration for the residential property.

The following costs are excluded: (1) those settlement costs and financing costs that are usual and reasonable and that would be paid by the mortgagor where financing is not provided through a qualified mortgage bond issue; (2) the value of any services performed by the mortgagor and family members in completing a dwelling unit on the residential property; and (3) the cost of any land that was owned by the mortgagor for at least two years prior to the construction of a dwelling unit on the residential property.

**Effective 05/19/25**

County	Non-Targeted	Targeted
Alachua, Bay, Bradford, Escambia, Franklin, Gadsden, Gulf, Hernando, Indian River, Jackson, Jefferson, Leon, Madison, Marion, Santa Rosa, Taylor, Wakulla	\$544,233	\$665,173
Martin	\$619,629	\$757,325
Okaloosa	\$626,792	\$766,080
St. Lucie	\$619,629	\$757,325
Walton	\$626,792	\$766,080

## SUMMARY OF THE COMPLIANCE ORINATION PROCESS

### 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 THE APPLICANT

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

### RESERVE MORTGAGE CREDIT CERTIFICATE

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the mortgage credit certificate. To reserve funds in the program, the borrower is required to have a signed real estate purchase contract for a specific address. You 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 the 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.

The Lender will provide the borrower with the MCC Notices to Buyers and Recapture Tax brochure. These form may only be found with the eHPortal. The Lender will need user access to print the forms.



**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.

**PRINT PRE-CLOSING MCC PROGRAM FORMS**

The program forms may only be found in [eHP FrontPorch using the eHPro Forms App](#). Forms generated from any other source may void the loan making it not purchasable in the program. A lender will need user credentials to access the forms.

Provide the borrower(s) with the PRE-CLOSING form highlighted in yellow below.

MCC - Checklist	Post-Closing form used for compliance file submission to eHP
MCC - Notices to Buyers, Recapture	Pre-Closing Form
MCC - Recipient Affidavit	Closing Form
MCC - Lender Certification	Closing Form
MCC - Issuer Wire Instructions	Closing Form

**PROCESS THE LOAN INTERNALLY**

Lenders process the loan as they would normally keeping in mind the program timelines. Borrower will need to sign the Notices to Buyers and be given the Recapture Tax Brochure as close to application as possible

**UNDERWRITE AND CERTIFY**

Lenders underwrite & are responsible for credit decisions of the loans in the program. Following credit approval AND anytime prior to loan closing, the lender’s underwriter completes the online Underwriter Certification found 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**

The program forms may only be found in [eHP FrontPorch using the eHPro Forms App](#). Forms generated from any other source may void the loan and the borrower will not receive the MCC. A lender will need user credentials to eHP FrontPorch to access the forms. Provide the borrower(s) with the following form that need to be signed at closing:

MCC - Checklist	Post-Closing form used for compliance file submission to eHP
MCC - Notices to Buyers, Recapture	Pre-Closing Form
MCC - Recipient Affidavit	Closing Form
MCC - Lender Certification	Closing Form
MCC - Issuer Wire Instructions	Closing Form

**WIRE ISSUER FEE TO ESCAMBIA COUNTY HFA**

The program includes the Escambia County HFA MCC Issuer Fee (see page 22). Print the **MCC Issuer Fee Wire Instructions** from [here and use the eHProForms App](#). A Lender will receive an executed MCC Wire Confirmation from the HFA that will be submitted with the eHP Compliance File.

**WHO SIGNS THE MCC PROGRAM DOCUMENTS?**

If the person is named on the Warranty Deed, they sign the program forms. If they are not named, they do not sign the program forms. Also, remember cosigners cannot live in property, do not sign MCC documents or take title. Having people sign documents who should not sign is as incorrect as not having all sign who should. Under no circumstances may a cosigner’s name appear on deed.

Form	Signed When?	Borrower	Co-Borrower	Non-Purchasing Spouse	Co-signer
MCC - Notices to Buyers, Recapture	Pre-Closing	Yes	Yes	Yes	No
MCC - Recipient Affidavit	Closing	Yes	Yes	Yes	No
MCC - Lender Certification	Closing	Yes	Yes	Yes	No
MCC - Issuer Wire Instructions	Closing	This is not a borrower form. A lender is required to submit the Issuer MCC Fee at time of closing. The Issuer Wire instructions has the wire instructions for the HFA.			

**ASSEMBLE THE COMPLIANCE FILE**

The eHP Compliance file must be uploaded to eHP FrontPorch via eHP Digital Docs not later than 15 days post-closing or the MCC will cancel.

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through the **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.](#)

Items to be uploaded in the Escambia County HFA MCC compliance file include:

- Homebuyer Education Certificate
- MCC program Notices to Buyers
- MCC Recipient Affidavit
- MCC Lender Certification
- MCC Wire Confirmation (executed by the HFA post-closing)
- Real Estate Purchase Contract
- Tax Returns for Borrower(s) & Spouse - 3 years IRS Transcripts and/or 1040 (any combination)
- FINAL Signed 1003
- FINAL Signed Closing Disclosure (for the 1st mtg)
- Warranty Deed
- Discharge Papers (DD214) only if Veteran qualifying under the Veterans Exception

**UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS**

[Log-in here and use the DigitalDocs 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 App and eHPay.

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 can't be approved without standing deficiencies.

**FINAL RECAPTURE FORM AND MCC**

Final Recapture Notice required by law is sent by the Administrator to the Lender along with the Mortgage Credit Certificate following Compliance approval. It is the Lenders responsibility to forward both to the borrower.

**ISSUANCE OF MORTGAGE CREDIT CERTIFICATE**

Upon receipt of uploaded documents and fee(s), the MCC will be processed. Once, approved, the Lenders Authorized Officer will receive a “confirmation of approval” secure email with the MCC. eHousing mails the MCC to the borrower(s) after approval and receipt of all required documents and fees. Please note, the MCC will not be issued if the Issuer fee has not been paid.

## 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.

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's 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 FrontPorch Helpful Tips

### Collaboration Station

Collaboration Station creates a history of any issue that's 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.

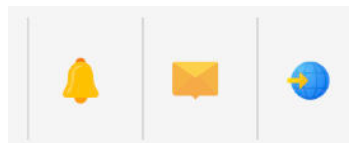
Click the message icon and a menu of eHousingPlus staff will appear at the top with their role for you to make the appropriate selection. You may include your team members who have user credentials to eHP FrontPorch that may assist in expediting solutions for your loans.

### 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's 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.

## **MCC PROGRAM FEES**

**These fees are non-refundable.**

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.).

## **SUMMARY OF ALLOWABLE PROGRAM FEES**

**First Mortgage** - Lenders are permitted to charge their usual, customary and reasonable fees charged to other buyers of similar 15 year or 30 year, fixed-rate products without MCC's.

### **eHousingPlus Fee**

The program includes an MCC Compliance/Admin Fee of \$275 and a penalty fee of \$100 for files that are chronically deficient. The MCC Compliance/Admin Fee is collected at closing, payable to eHousingPlus. The Compliance/Admin Fee is submitted with the Compliance File via eHP [FrontPorch using the eHPay App](#).

### **Lender MCC Application Fee**

The program includes a Lender MCC Application Fee of \$100. The Lender MCC Application Fee is collected at closing and made payable to the Lender.

### **MCC Issuer Fee**

The program includes the MCC Issuer Fee, paid directly to Escambia County HFA via wire at closing.

Stand-alone MCC Fee: 1% of the purchase price

MCC combo fee: \$350 (if the borrower uses the Escambia County HFA first mortgage with the MCC)

Print the form, HFA Issuer Wire Instructions. [Log-in here and use the eHProForms App](#).

## CALCULATING INCOME

When calculating Program Eligibility Income, there are two types of income to consider – income from an employer and income from all other sources. **Include all income unless specifically listed as excluded in this guide.**

### Calculating Income from an Employer

Determine whether the Borrower receives **base pay only** or a combination of **base pay and additional income** from an employer.

#### Calculate “Base Pay from an Employer”

##### Regular Hours/Pay

1. Determine frequency of income - weekly, bi-weekly, semi-monthly, etc.
2. Identify documentation needed to support payment frequency and calculation.
3. Apply Calculation - *(Base Wage x Hours Worked in a Pay Period) x (# of Pay Periods Per Year)*
4. This should approximate the annualized YTD on VOE or paystubs. If not, check for additional pay, such as overtime, bonus, shift differential, etc. (Employers don't always break this out on the VOE).
5. See additional guidance on calculating base pay from an employer.

Hourly pay	Bi-weekly pay	Semi-Monthly pay
Multiply the pay per hour by the number of hours worked per week. Multiply total by 52 weeks a year.	Multiply the bi-weekly pay by 26.	Multiply the semi-monthly pay by 24.
<i>Example:</i> 1. \$15 per hour x 40 hours a week = \$600 2. \$600 x 52 weeks a year = \$31,200 3. \$31,200 / 12 = \$2,600 gross monthly base pay	<i>Example:</i> 1. \$1,200 every two weeks x 26 pay periods a year = \$31,200 2. \$31,200 / 12 months = \$2,600 gross monthly base pay	<i>Example</i> 1. \$1,300 semi-monthly pay x 24 pay periods a year = \$31,200 2. \$31,200 / 12 months = \$2,600 gross monthly base pay

##### Irregular Hours/Pay

1. Annualize YTD Earnings total.
2. Average prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings.) Divide the resulting number by the number of months and days worked, and then multiply that number by 12 months to get total average pay from an employer.
3. See additional guidance on calculating base pay from an employer.

#### Calculate “Additional Pay from an Employer”:

1. In the Earnings section of paystub or VOE, look for additional income earned that is not included in **base**. (Sick, vacation, holiday, etc. is generally included in **base**.)
2. Add up all additional income that is included in the YTD Earnings Total and not part of **base**.
3. Average prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings.). Divide the resulting number by the number of months and days worked, and then multiply that number by 12 months to get an average of **additional pay from an employer**.
4. See additional guidance on calculating additional pay from an employer.

Determine if there are other sources of income, apart from wages from an employer.

<b>Wages from an Employer</b>	
<b>Base Pay</b>	
<b>Definition/Inclusions</b>	<b>Exclusions</b>
<p><u>Regular Hours/Pay:</u> Borrower is scheduled for the same number of hours per pay period. Gross salary or wage income from part-time, full-time, or seasonal work with regular hours/pay</p> <p><u>Irregular Hours/Pay:</u> Variable hours, seasonal work, etc., such as nursing, restaurant, construction, retail or part-time work with varied hours or pay.</p>	Income no longer available
<b>Guidance</b>	
<ul style="list-style-type: none"> <li>• Borrowers can't manipulate income (quit job, etc.) to become eligible.</li> <li>• Include all income, including sick, holiday and vacation pay.</li> <li>• Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings.). The most recent federal income tax return may also be used for this purpose.</li> <li>• Income documentation is required, and could include, but is not limited, to, paystubs, VOE, tax returns, W-2's, etc.</li> <li>• Seasonal work requires the same documentation for variable pay as outlined above, but should also include any unemployment benefits, if applicable.                         <ul style="list-style-type: none"> <li>○ 1099s, tax returns, and/or verification from unemployment office to verify unemployment benefits</li> </ul> </li> </ul>	
<b>Additional Income from an Employer</b>	
<b>Definition/Inclusions</b>	<b>Exclusions</b>
Income over and above base pay, such as overtime, shift differential, bonuses, profit-sharing, tips, commissions, etc.	One-time (non-recurring) income; i.e., income received once that does not have a history and is unlikely to reoccur in the future.
<b>Guidance</b>	
<ul style="list-style-type: none"> <li>• Documentation of additional pay could include, but is not limited to, paystubs, VOE, etc.</li> <li>• Average current YTD and prior year's earnings total, if available, (or provide documentation and explanation to support not using the prior year's earnings).</li> <li>• Always use an average for overtime (unless employer and income history verifies OT was for one-time, special project, etc.), commissions, bonuses, shift differentials, and sick/vacation/holiday pay (if not already included in base pay).</li> <li>• Include all income that is included in the YTD Earnings Total on a paystub or on a VOE.</li> <li>• Any income that is determined to not be included in YTD Earnings Total (for example, employer-paid benefits or matches, such as an HSA match) does not have to be included in the Program Eligibility Income calculation.</li> </ul>	

## Other Sources of Income

### Self-Employment/Business Income

Definition/Inclusions	Guidance
<p>Individuals who earn their income through conducting a trade or business that they directly operate instead of working for an employer who pays them a salary or a wage.</p>	<ul style="list-style-type: none"> <li>• Determine gross annual income.</li> <li>• Use a two-year average from the most recent federal income tax returns.</li> <li>• Self-employment income documentation is required, and may include, but is not limited, to:                             <ul style="list-style-type: none"> <li>○ Tax form Schedule C, most recent two years</li> <li>○ YTD Profit &amp; Loss Statement</li> <li>○ Tax form Schedule K-1 (Form 1120S)</li> </ul> </li> <li>• Request additional supporting documentation (i.e., current balance sheet and income statement) when necessary.</li> <li>• Deduct out-of-pocket business expenses such as office rent, telephone, etc., which are generally tax-deductible items.</li> <li>• Include all entertainment and travel expenses, private retirement contribution plans, and property or equipment depreciation. These items are generally tax-deductible, but must be added back for the Program Eligibility Income calculation if starting with the net income amount.</li> <li>• If a net loss, use \$0. Do not subtract the loss from the Program Eligibility Income calculation.</li> <li>• Use caution with large variations in income (whether increase or decrease) when averaging two years' income. The determination in these cases should be documented and supported by the underwriter.</li> </ul>

### Income from Financial Assets

Definition/Inclusions	Exclusions	Guidance
<p>Income from: trusts, annuities, dividends, royalties, interest earned from non- retirement accounts (savings, checking, money market, investments, mutual funds, etc.)</p>	<ul style="list-style-type: none"> <li>• One-time lump sum payments</li> <li>• Investments in retirement accounts (IRAs, VIPs, 403(b)'s, 401(k)'s)</li> <li>• Any cash withdraws from retirements accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Always check tax returns for income from financial assets.</li> <li>• Include average of periodic payments, including recurring, lump-sum payments.</li> <li>• Where assets after closing exceed \$5,000, calculate interest income based on the greater of actual income or imputed income based on the current passbook savings rate, as determined by HUD.</li> </ul>

<b>Insurance or Benefit Payments</b>		
<b>Definition/Inclusions</b>	<b>Exclusions</b>	<b>Guidance</b>
Periodic payments derived from: <ul style="list-style-type: none"> <li>• Long-term care insurance</li> <li>• Disability insurance</li> <li>• Pensions</li> <li>• Death benefits</li> </ul>	Do not include one-time, lump-sum payments.	Include periodic insurance or benefit payments at current level.

<b>Government Transfer Payments</b>		
<b>Definition/Inclusions</b>	<b>Exclusions</b>	<b>Guidance</b>
Government transfer payments involve payments for which no current services are performed and are a component of personal income.	<ul style="list-style-type: none"> <li>• Food stamps</li> <li>• Government-paid child care paid directly to the provider</li> <li>• Foster care income</li> <li>• Section 8 vouchers</li> </ul>	<ul style="list-style-type: none"> <li>• Include all sources of this income at current level. Do not gross up.</li> </ul>
<ul style="list-style-type: none"> <li>• Retirement benefits</li> <li>• Disability benefits</li> <li>• Income maintenance benefits</li> <li>• Pensions</li> <li>• Veterans benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Federal education &amp; training assistance</li> <li>• Public assistance</li> <li>• Worker's Compensation</li> <li>• Social Security benefits</li> <li>• Unemployment insurance compensation</li> </ul>	

<b>Investment Property Net Rental Income</b>		
<b>Definition/Inclusions</b>	<b>Exclusions</b>	<b>Guidance</b>
Income from an Investment Property	Potential roommate income or rental income of future duplex or accessory dwelling unit	Calculate investment property net rental income <ul style="list-style-type: none"> <li>• Monthly Gross Rent - Vacancy Loss = Gross Adjusted Rent</li> <li>• Gross Adjusted Rent – PITI and maintenance costs = Net Rental Income. If rental income is negative, enter \$0. In addition, an operating statement may be used in lieu of using the above-referenced formula.</li> </ul>

<b>Child/Spousal Support</b>		
<b>Definition/Inclusions</b>	<b>Exclusions</b>	<b>Guidance</b>
Child support, child care, medical support, alimony, spousal maintenance	Court-ordered support not received; must document support was not received	<ul style="list-style-type: none"> <li>• Use average of actual support received.</li> <li>• Review divorce/child support agreement.</li> <li>• Check with county social service agency to determine whether any payment adjustments have been made since the original payment schedule.</li> <li>• Cross-check payment schedule with bank statements, etc.</li> </ul>

**Regular Cash Contributions**

Definition/Inclusions	Exclusions	Guidance
Regular cash contributions from non-resident(s)		Check bank statements for regular cash contributions. Include all regular cash contributions from non-residents.

**Employee Allowances**

Definition/Inclusions	Exclusions	Guidance
Car, cell phone, per diems, etc.	<ul style="list-style-type: none"> <li>Do not include any car, cell phone, travel per-diem, etc.</li> </ul>	

**Custodial Account Income**

Definition/Inclusions	Exclusions	Guidance
Unearned income paid to children age 20 or younger, who live with the Borrower(s) 50% of the time or more	<ul style="list-style-type: none"> <li>529 plans</li> <li>Accounts where someone other than the parents are named as custodian.</li> <li>Unearned income of adult dependents age 21 or older</li> </ul>	Include all custodial account income.

**Other Sources of Income**

Definition/Inclusions	Exclusions	Guidance
<ul style="list-style-type: none"> <li>Contract-for-deed interest income</li> <li>Any other sources of income as identified or represented in the loan file and applicable documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Loans; scholarships; grants and tuition reimbursement;</li> <li>Earned Income Tax Credit refund payments; health insurance premium reimbursements (deducted from gross pay) and any out-of-pocket expense (co-pays, etc.) reimbursements</li> <li>One-time lump sum (non-reoccurring) payments from:                             <ul style="list-style-type: none"> <li>Inheritances</li> <li>Insurance settlements</li> <li>Lottery winnings</li> <li>Gambling winnings</li> <li>Capital gains</li> <li>Liquidation of assets</li> <li>Settlements for personal loss</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Always include other sources of income not specifically excluded.</li> <li>For contract-for-deed interest income, include interest portion of payments per the terms of the agreement/contract.</li> </ul>