

MRB CDBG Assisted Program and CDBG Builder Assisted Set-Aside Program Program Descriptions and Guidelines

Program Objectives	<p>Fulfill the National Objective of Low to Moderate Income (LMI)</p> <p>Provide assistance for "first time" homebuyers with incomes at below 80% AMI to purchase one-unit family homes.</p> <p>Increase homeownership and foster neighborhood revitalization in parishes affected by Hurricanes Laura, Delta, Zeta, and Ida.</p> <p>The CDBG Builder Assisted set aside is specifically designed to alleviate the lack of affordable housing inventory in certain parishes in the state and to incentivize home builders to build new homes in such designated parishes.</p>
Eligible Activity	Homeowner Assistance
CDBG Assistance	CDBG Assistance to be given to the homeowner in the following order: A Soft Second Loan of 20% of the purchase price up to \$55,000 per household and up to \$5,000 grant for Closing Costs for a total of up to \$60,000.00
CDBG Investment	<p>CDBG funds will primarily be invested as deferred 0% interest rate loans to make mortgage revenue bond financing more affordable for families of 80% median income and below.</p> <p>The investment will be made in the form of a soft second loan to cover the affordability gap between the sales price and the price affordable to the qualifying borrower.</p> <p>Part of the allocated CDBG funds will be offered to the qualifying borrower in the form of a grant to cover closing costs and required prepaid items related to the closing of the first mortgage loan.</p>
CDBG Assistance to Borrower at Closing	The Originating Lender will advance the Second Mortgage Assistance at loan closing and will be reimbursed by Louisiana Housing Corporation after post-closing is complete.
Loan Purpose	Homeownership
Buy Downs	No buy downs

Approved Lenders	SMC approved lenders that have completed MRB Assisted or “Pathways” training.
Lender Requirements	<p>With the exception of the CDBG Builder Assisted Set-Aside Program, lenders will register the first mortgage, second mortgage, and closing cost assistance in LHC’s reservation system using the CDBG Assisted Program rate for the first mortgage.</p> <p>In order to reserve funds for the CDBG Builder Assisted Set-Aside Program, lenders shall submit an Exhibit K – Reservation Request to singlefamily@lhc.la.gov for the individual borrower’s reservations. Lenders must receive written confirmation from LHC acknowledging that the funds have been reserved for the specific borrower.</p> <p>A full compliance package must be submitted to LHC for review and approval prior to closing.</p>
Deadlines	<p>Closed loan delivered to Servicer - 75 days Loan purchased by - 100 days</p> <p>Extensions are available for 30 days</p>
Fees	<p>Compliance Fee - \$75 Funding Fee - \$500 Flood Certification Fee - \$14.50 Tax Service Fee - \$91 Wire Fee - \$40 Extension Fee - \$375</p> <p>LHC is exempt from recordation fees per LA Revised Statute 40:600.100(C).</p> <p>All fees must be disclosed on the Lending Disclosure & Closing Disclosure for the first mortgage.</p>
Lender Compensation	<p>The Lender is not allowed to charge origination or discount points. They are allowed to charge other fees that are deemed reasonable and customary.</p> <p>Total Lender Compensation is 2% SRP for each loan sold to SMC.</p>
Seller Contribution	Follow loan product guidelines.
Grant Assistance	Up to \$5,000 Closing Costs

Maximum Liquidity	Homebuyer’s cash and liquid assets must not be greater than 6 months of the monthly Principal & Interest plus Taxes, Insurance, HOA, etc. after down payment and out of pocket closing costs are paid. Any excess will reduce the Closing Cost Assistance. An asset is liquid if it can be easily converted to cash, such as checking and savings accounts and CDs.
Maximum Purchase Price	The Maximum Permissible Purchase Price shall not exceed the FHA loan limits.
Mortgage Rate of First Mortgage Loan	MRB CDBG Assisted Rate or CDBG Builder Assisted Set Aside Rate posted daily.
Soft Second Loan Amount	<p>A Soft Second Loan equal to 20% of the purchase price up to but not exceeding \$55,000 will be given to all qualified borrowers</p> <p>The purpose of the soft second mortgage is to cover the affordability gap between the maximum affordable first mortgage financing for which the homebuyer qualifies and the purchase price of the home.</p> <p>The CDBG soft second loan is on a "need basis" only.</p>
Soft Second Loan Repayment	Repayment of the principal amount of the CDBG soft second loan shall be deferred until the loan is extinguished upon sale or refinance. The CDBG Second Loan will be forgiven over a ten (10) year period, as long as the borrower occupies the property as their primary residence, at a rate of 1/120 each month. Within the 10-year compliance period, the balance of the Soft Second Loan is due upon sale or refinance.
Soft Second Loan Interest	The annual percentage rate of interest on the CDBG funded loan rate shall be zero (0%) percent.
Closing Cost Grant Amount	<p>Up to \$5,000 grant for closing costs will be given to all qualified borrowers.</p> <p>Part of the allocation of CDBG funds will be offered as a grant to cover "reasonable" closing costs related to the mortgage loan and required prepaid items, such as insurance and taxes related to the closing of the first mortgage loan. The Closing Cost Assistance must be clearly identified on the Closing Disclosure as "LHC Closing Cost Assistance".</p>
First Mortgage Loan Type	FHA, VA, RD, Fannie Mae, or Freddie Mac first mortgage loan product.
Ineligible Product Types	FHA 203K, FHA 203H

AUS	Approved / Eligible
Term	30 years first mortgage, 10 years second mortgage
Household Income Limits	80% AMI or below
Borrower Investment	Borrower will be required to invest the greater of 1% of the purchase or \$1,500. This contribution must be the borrower's own funds and cannot be a gift.
Maximum Borrower Investment	Greater of 10% of Purchase Price or \$10,000. This includes the borrower's minimum investment.
Cash Reserves	N/A
Credit Score	Minimum 640 credit score At least 2 scores required No manual underwrites. Must have AUS approval.
Non-Traditional Credit	Not allowed
Ratios	Front-End Ratio (PITI) not less than 28% or greater than 33%. Back-end Ratio (DTI) which includes all debts using conforming loan program guidelines cannot be greater than 48% On an average monthly basis, the estimate of the sum of the applicant's payments for mortgage principal and interest, insurance, real estate taxes, HOA fees, and other recurring homeownership costs must not be less than 28% or exceed the sum of 33% of the applicant's adjusted income and any subsidy that will be available for such payments (e.g., Section 8 HAP funds, etc.). The backend ratio may not be higher than 48% of the homebuyer's gross income. Household income is projected on an annual basis to determine qualifying income. "Grossed up" non-taxable income is not used for qualifying purposes.
DTI	Max 48%
Eligible Borrowers	First-time homebuyers with annual household incomes at or below 80% Area Median Income (per Metropolitan Statistical Area Data) who are purchasing a qualified, principal residence in designated disaster parishes.

A first- time homebuyer is an individual who meets any one of the following criteria:

An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse.

A single parent who has only owned with a former spouse while married.
An individual who is a displaced homemaker and has only owned with a spouse.

Homebuyer Education

All eligible homebuyers must complete Homeownership Education class that meets the National Industry Standards. The homebuyer can attend class through a HUD approved counseling agency or through an online course such as eHome America, etc. Borrowers must furnish a copy of their certificate upon completion.

Eligible Parishes

Properties must be located in one of the designated parishes affected by Hurricane Laura (DR-4559), Hurricane Delta (DR-4570), Hurricane Zeta (DR-4577) , and Hurricane Ida (DR-4611) as follows: Acadia, Allen, Ascension, Assumption, Beauregard, Caddo, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Grant, Iberia, Iberville, Jackson, Jefferson, Jefferson Davis, Lafayette, Lafourche, LaSalle, Lincoln, Livingston, Morehouse, Natchitoches, Orleans, Ouachita, Plaquemines, Pointe Coupee, Rapides, Sabine, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Union, Vermilion, Vernon, Washington, West Baton Rouge, West Feliciana, and Winn.

Eligible Property Types

One Unit Primary Residence, Townhouses, Condos, Manufactured

Manufactured Requirements

Double wide or greater

Built after 1978

Titled as Real Estate

Permanently affixed

Properties cannot be located in a Special Flood Hazard Area (SFHA).

Ineligible Property Types

Duplexes, Single Wide Mobile Homes, Vacation / Second Homes, Mobile / Recreational, Timeshares

Number of Units	1
Non-Arm's Length Transactions	Follow Loan Product Guidelines
Documents Required to Reserve Funds	Borrower must present a legally binding purchase agreement with application for funds when applying for assistance under the program. Properties must be essentially "move in" ready when the purchase agreement is executed. Application date is based on the date that a complete application is received by an LHC approved lender. With the exception of the CDBG Builder Assisted Set Aside, lenders will reserve the loan funds in LHC's reservation system. All applicants will be served on a "first come, first served" basis.
Program Administrator and Compliance	Louisiana Housing Corporation 2415 Quail Drive Baton Rouge, LA 70808 Attention: Single Family
Second Mortgage Loan Payee	Second Mortgage will be made payable to Louisiana Housing Corporation.
Closing Costs and Prepaid Items Assistance	Closing Costs Assistance grant limit is up to \$5,000. The \$5,000 can include funding for pre-pays (homeowner insurance, flood insurance, mortgage insurance premium, taxes, etc.), closing cost to include title company fees, and other customary costs associated with closing a real estate transaction. Advance payments for Homeowners, Flood, MIP, Taxes, etc. are limited to 14 months of premiums.
Duplication of Benefits	Homebuyers who have already received a CDBG soft second loan through LHC/OCD, any form of housing incentive payment from the Road Home or Restore LA Housing Assistance Program are not eligible to receive additional financial assistance from this program.
Employment / Income Verification	Verification of Employment for 2 years, Paystub within 30 days
Asset Documentation	Current month of checking and savings accounts
Assumptions	Not allowed
Insurance Requirements	Eligible properties must be insured with standard homeowner's coverage with wind/hail and flood insurances in an amount equal to the full first and second mortgage balances combined. No replacement cost additional coverage will be accepted. The lender is required to submit proof of the mortgagee clause listing LHC as the 2nd lien holder on all policies and must be received prior to loan closing. LHC's mortgagee clause: Louisiana Housing Corporation, it's successors and assigns as their interest may appear.

LHC SINGLE FAMILY DOCUMENT AS OF 03/25/2024

Flood Insurance must be escrowed.

Conventional Loans at 80% AMI have reduced Mortgage Insurance

LTV 95.01 - 97%: 18%

LTV 90.01 - 95%: 16%

LTV 85.01 - 90%: 12%

LTV 80.01 - 85%: 6%

**Physical Standard /
Inspections**

All properties must meet Parish Building Code requirements, Zoning Code requirements and the physical standards and inspection procedures of the FHA/VA/RD or Fannie Mae/Freddie Mac mortgage loan product associated with the First Mortgage Loan. All properties must pass a Housing Quality Standards (HQS) inspection and will be completed by internal LHC staff.

HQS inspections may take two (2) weeks to receive, lenders should factor this timeline into their closed loan delivery timeline.

**Occupancy Requirements
and Hardship**

Program recipients must occupy the purchased unit as their principal residence for at least ten (10) years in order to receive forgiveness for 2nd mortgage indebtedness. Failure to do so without the written permission of LHC will result in the soft second balance being immediately due and payable as described under the Second Mortgage Repayment above.

There will be no waiver of the occupancy requirement during the first 60 months from date of purchase. After the first months, LHC may exercise its right to waive the acceleration of payments due upon illness or death of homebuyer. Upon LHC's determination the borrower meets the "hardship" test per supporting documents submitted and if the borrower has provided proof of continuous occupancy of the residence as primary residence, LHC may reduce the principal amount due according to the following schedule:

0- 60 months: 100% of principal balance due

61-84 months: 50% of principal balance due

84-119 months: 30% of principal balance due

After 120 months: Full forgiveness of debt

**Co-Signers / Non-Occupant
Co-Borrowers**

Co-signers and Non-occupant Co-Borrowers are allowed on FHA loans only.

Monitoring / Compliance

LHC will conduct underwriting and compliance review of each loan prior to closing and will monitor and process collection of repayments of CDBG Fund

investments on a per loan basis. LHC will complete & provide all reporting requirements as requested by OCD.

Loan Repayments: Subject to the terms of the agreement with OCD, repayments of CDBG Funds or the recapture of CDBG Funds on each soft second mortgage will be reverted back to OCD.

Annual Compliance: The borrower must provide, on an annual basis, the following documents for the term of the Soft Second Loan:

1. Proof of Homestead Exemption
2. Homeowners Insurance and Flood Insurance Policies
3. Current Electric Bill

LHC will monitor each loan for a 10-year period beginning with date of note.

Legal

LHC will provide the lender or title company the Second Mortgage Promissory Note, Second Mortgage Instrument and Closing Cost Gift Letter that will need to be executed at the time of closing.

Within 30 days of closing the lender or its designated title company will deliver the following Soft Second Mortgage Loan documents directly to LHC:

1. Original Second Mortgage Promissory Note
2. Recorded Certified True Copy of Second Mortgage Instrument
3. Original Exhibits executed at closing
4. Second mortgage title policy
5. Original Closing Costs Gift Letter

Correct mailing address is: Louisiana Housing Corporation, 2415 Quail Drive, Baton Rouge, LA 70808, Attention: Single Family

Documents

The lender will package and deliver the 1st mortgage loan to LHC's master servicer, Standard Mortgage Corporation, for purchase.

The lender will package and submit the post close package to LHC for reimbursement of the second mortgage.

Requesting Closing Cost Assistance

Lenders are required to submit to LHC the completed Exhibit Q, Program Requisition Form - Wiring Instructions along with the Closing Disclosure 36 hours prior to the loan being closed requesting the Assistance to be wired to the closing table with the cutoff being 12:00 PM.

Environmental Review Requirement

All properties must pass an environmental review. The review will be completed by internal LHC Staff and can take up to two (2) weeks.

LHC SINGLE FAMILY DOCUMENT AS OF 03/25/2024

**Environmental Documents
Required**

Determination Categorical Exclusion Not Subject to 58.5

Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to section 58.5 Compliance Checklist for 24 CFR 58.6

Louisiana Flood Map

Coastal Barrier Map

Civil Airport Map

Civil Distance Map

Military Airport Map

Military Distance Map

Insurance Quotes

Flood Certification

First come, first served. \$10,000,000. Max of \$2,500,000 per builder.

CDBG Builder Assisted Set-Aside Program

These funds may be reserved by qualifying builders, licensed by the Louisiana State Licensing Board for Contractors on a first come, first served basis until May 31, 2024, provided that no single builder, including its affiliates, shall be able to reserve more than \$2,500,000 initially. For a limited period of time, qualified builders may reserve CDBG-Assisted Loan principal amounts in \$100,000 increments by paying a 2.00% reservation fee on the CDBG-Assisted Loan amount reserved. Funds will be reserved for the builder for a period of approximately six (6) months; should a builder need more time, such reservation may be extended for an additional period of time of up-to approximately six (6) additional months for an extension fee as so determined by LHC. Builders desiring to participate in the program, must complete and fully execute Exhibit BR – Builder Reservation Set Aside Program (attached to this Notice) and submit the required fees as indicated. Should there be insufficient interest in the Builder set aside program as demonstrated by a lack of builder reservations/participation, beginning on April 15th builders who have already reserved an initial allotment of \$2,500,000 may be given the option to reserve additional CDBG **Builder Assisted Set Aside Program** funds until such date as determined by LHC, but in no event later than June 15, 2024, or the un-reserved loan principal shall otherwise revert to the general CDBG Assisted Program.

Reservation Period Ends

May 31, 2024

Reservation Increments

\$100,000 allotments up to \$2,500,000 initially

Reservation Fee

2% of set-aside principal amount

Reservation Timeframe

6 months with up to 1 year with extensions. Beginning October 15, 2024 and ending April 15, 2025.

LHC SINGLE FAMILY DOCUMENT AS OF 03/25/2024

Reservation Extension	0.15% per month of outstanding set-aside balance.
Reservation Fee Refund	Must use at least 70% set-aside principal amount on or prior to October 15, 2024. Partial refund of the reservation fee on the pro-rated set-aside balance equal to 0.5%.
Set Aside Eligibility	<p>Builder must be licensed by the Louisiana State Licensing Board for Contractors.</p> <p>Property must have been recently built (received the Certificate of Occupancy) on or after January 1, 2024.</p> <p>Property must not have been previously occupied.</p> <p>Property cannot be located in a floods zone – A, AE or V are prohibited.</p>