

Essential Single Family Rehabilitation (ESFR) Loan Pool Portal

Reservation entry and environmental review



NORTH CAROLINA

HOUSING
FINANCE
AGENCY

www.nchfa.com

Who Should Be Logging In?

- Personnel will be granted portal access as either a
 - general user able to enter Reservations, Settlement Data Sheets and upload Invoices.
 - or as a Signatory Authority with additional authorization to **approve** Invoices and Requisitions along with general user permissions.
 - or a Contract Signatory Authority that will approve Funding Agreement Modifications.
- *If a Partner is utilizing the services of a Contractor to administer the Project, the Contractor cannot have signatory authority.*



Portal Basics

- Messages come to everyone with a login by default.
- Normal website: <https://www.nchfa.org/LPPortal>
- New user will be emailed a Username and Password after the project has been approved.
- We won't know your password, but can reset it.



What tools do you need to use the portal?

- An internet-connected computer with an up-to-date internet browser, preferably Internet Explorer.
- Adobe Acrobat Reader (or another PDF reader that will allow you to mark a PDF) – This is the free PDF reader loaded on many computers by default.
- A screen capture tool (SNIP, Print Screen, etc.)
- Key websites used (bookmark them!):
 - <https://www.nchfa.org/LPPortal>
 - <http://fris.nc.gov/fris/Home.aspx?ST=NC>
 - <https://nepassisttool.epa.gov/nepassist/nepamap.aspx>
 - <https://gis.ncdr.gov.hpoweb>



SIGN IN

Username:

Password:

Keep me logged in

[Forgot Password?](#)

[Forgot Username?](#)

Log In

Login with Your Username & Password

NCHFA Online provides partners and individuals access to programs offered by the North Carolina Housing Finance Agency, including the N.C. Foreclosure Prevention Fund and various Loan Pool Programs.

You must have a valid login to access these services.

If you are a homeowner interested in the N.C. Foreclosure Prevention Fund, please visit the [N.C. Foreclosure Prevention Fund](#) website for information on how to apply.



TO FURTHER ACCESS NCHFA ONLINE, PLEASE READ AND ACCEPT THE TERMS OF USE.

TERMS OF USE

By using NCHFA Online, you agree to follow and be bound by these terms of use and agree to comply with all applicable laws and regulations. It is your responsibility to review these Terms of Use periodically, and if at any time you find these Terms of Use unacceptable or if you do not agree to these terms of use, please do not use this Site. We may revise these terms of use at any time without notice to you. If you have any questions about these terms of use, please contact us. YOU AGREE THAT BY USING THIS SERVICE YOU ARE AT LEAST 18 YEARS OF AGE AND YOU ARE LEGALLY ABLE TO ENTER INTO CONTRACT. Information contained on the Site is not to be considered error-free. These terms of use are a legally binding agreement between you and NCHFA that will be enforceable against you. Please also refer to North Carolina Housing Finance Agency's [Privacy Policy](#), [Terms of Service](#) and [Disclaimers](#), which are each incorporated by reference herein.

OWNERSHIP

The Site is owned and operated by the North Carolina Housing Finance Agency, 3508 Bush Street, Raleigh, North Carolina, 27609, which is referred to herein as "NCHFA", "Agency", "We", "Us", or "Our". All rights, title and interest in and to the materials provided on the Site, including but not limited to information, documents, logos, graphics, sounds, and images (the "Materials") are owned either by the North Carolina Housing Finance Agency or by its respective third party authors, developers, or vendors ("Third Party Providers"). Except as otherwise expressly provided by North Carolina Housing Finance Agency, none of the Materials may be copied, reproduced, republished, downloaded, uploaded, posted, displayed, transmitted, or distributed in any way and nothing on the Site shall be construed to confer any license under any of North Carolina Housing Finance Agency's intellectual property rights, whether by estoppels, implication, or otherwise. North Carolina Housing Finance Agency does not sell, license, lease or otherwise provide any of the Materials other than those specifically identified as being provided by North Carolina Housing Finance Agency. Any rights not expressly granted herein are reserved by North Carolina Housing Finance Agency.

LIMITED PERMISSION; CONFIDENTIALITY

North Carolina Housing Finance Agency hereby grants you permission to download, view, copy and print the the contained information for your own informational purposes only. Misuse of information and materials contained on the Site is strictly prohibited. This permission terminates automatically without

Accept Decline

Read & Accept

Update Your Account Information

- My Account
- Change Password
- Home
- Log Out

Enter the Portal Here

System List

SYSTEMS LIST

Loan Pool Portal

Use the dropdown list to select you project if you have multiple projects.

- Beaufort County
- Community and Senior Services of Johnston County, Inc.
- Edenton, Town of
- Edgecombe County
- Harnett County
- Kinston, City of
- Lenoir County
- Mid-East Commission
- Nash County
- Perquimans County
- Sampson County
- Tarboro, Town of
- Washington County

System List

SYSTEMS LIST

[Loan Pool Portal](#)

Enter the Portal Here





Loan Pool Portal

Start a New Reservation or Access an Existing One

Awaiting Action Worklist

Announcements

No announcements right now...

General Program Announcements

Inbox

Show entries

SFRLP1728: Requisition review

A requisition has been created and is awaiting submission by a Signing Authority.

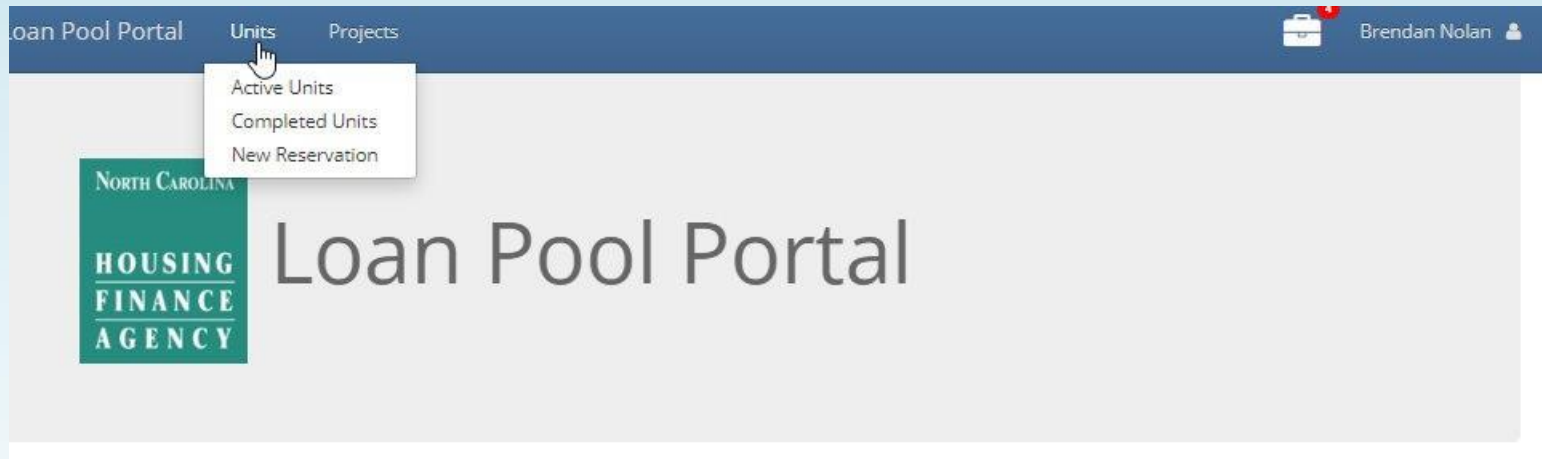
— bnolan
6/17/20 3:28 PM

Showing 1 to 1 of 141 entries Previous Next

Messages About Your Units

Important Dates

Coming Soon!



Select Active, Completed units or New Reservation

Completed Projects and Completed Units will be visible for five years.



Announcements

Show entries

Showing 1 to 1 of 1 entries Previous Next

Inbox

Show entries

Showing 1 to 1 of 3 entries Previous Next

Reservation Processing Mark Unread

Please upload signed HUD income calculator. - Stacy Lewis
10/3/2018 11:21 AM

Message*

Save Cancel

Messages regarding files will appear under box. These will include messages about the status of approvals, pended items, or general questions about the file.





- Awaiting Reservation Submission 1
- Awaiting Settlement Data Sheet Submission 0
- Awaiting Requisition Request Review 3
- Awaiting Unit Completion Report 0



Loan Pool Portal

**All files Awaiting Action
Will Appear in Your Work
List**

Announcements

No announcements right now...

Inbox

Show **1** entries

SFRLP1728: Requisition review

A requisition has been created and is awaiting submission by a Signing Authority.

— bnolan
6/17/20 3:28 PM

Showing 1 to 1 of 141 entries Previous Next

Important Dates

Coming Soon!



- Active Units
- Completed Units
- New Reservation

Click Units to either start a New Reservation or see a list of all active or completed units



Loan Pool Portal


Active Units


Show 10 entries


Search:

	Project Number	Agency Project Number	First Name	Last Name	Property Address	City	County	Loan Status	Program
	SFRLP1899	9183351-001	John	Smith	3508 Bush Street	Raleigh	Wake	Pending Setup	SFRLP
	SFRLP1899	9183351-002	Jane	Doe	112 Main Street	Wake Forest	Wake	Approved	SFRLP



Program * 


Program Cycle * 

Project * 

Borrower First Name *

Borrower Middle Name


Borrower Last Name *

Borrower Name Suffix 


Property Address *

Property Address 2

Property City *

Property State * 

Property Zip *

Property County * 

Select the Program and Program Cycle

Select Project will have a dropdown list only if you have been approved for more than one project.

Enter all required fields marked with an asterisk.

Click "Next"



New Single Family Rehabilitation Loan Pool Reservation

Requested Amount *

Contingency Amount *

Loan Amount *

Save

Cancel

Enter the Requested Loan Amount (Hard Costs). This is the reserved amount and can be changed later in the Settlement Data Sheet. The amount will be corrected if over the maximum. A 20% Contingency Amount will be added automatically.

Click "Save"



- Dashboard
- Borrower 9
- Co-Borrower 7
- Property 4
- Household 7
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 3
- Unit Completion
- Messages

- Submit Reservation
- Cancel Reservation Setup

Dashboard

Loan Status

Pending Setup

General

Loan Amount \$24,000
Assigned Contact

Important Dates

Date Reserved --
Date Approved --
Anticipated Closing Date --

Dashboard updates as file progresses forward

Number of required fields to complete. Hover over the number to see what fields are required.

Work from top down



Menu

- Dashboard
- Borrower** 9
- Co-Borrower ?
- Property 4
- Household 8
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Disbursements
- Documents 3
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Borrower Information

First Name *
 Middle Name
 Last Name *
 Name Suffix
 Date of Birth
 Gender
 Ethnicity
 SSN
 Marital Status
 Email
 Phone #
 Phone Type
 Alt Phone #
 Alt Phone Type

Complete every field with a red asterisk

Notice the dropdown boxes

Enter all 9 digits of the SSN

If widow, death certificate document slot will be generated

Select "Save"



Menu

- Dashboard
- Borrower** 4
- Co-Borrower 7
- Property 4
- Household 8
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Disbursements
- Documents 3
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Borrower

Borrower Information

First Name John
Middle Name Edward
Last Name Smith
Name Suffix --
Date of Birth 1/1/1950
Gender Male
Ethnicity Nonhispanic
SSN 321-65-4987
Marital Status Single
Email --
Phone # (919) 501-4263
Phone Type Home
Alt Phone # --
Alt Phone Type --

Current Mailing Address

Address --
Address 2 --
City --
State --
Zip --

Click on the blue edit box to enter information

Current Mailing Address for Disclosure Documents



Menu

- Dashboard
- Borrower**
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Current Borrower Mailing Address

Address *

Address 2

City *

State *

Zip *

If no PO Box, select "Use Property Address"

Select "Save"



Menu	
Dashboard	
Borrower	<input checked="" type="checkbox"/>
Co-Borrower	?
Property	4
Household	7
Environmental Screening	1
Post-Rehab Value	2
Funding	1
Closing Attorney	🔒
Closing Location	🔒
Settlement Data Sheet	🔒
Invoices	🔒
Requisitions	🔒
Documents	3
Unit Completion	🔒
Messages	

Actions
Submit Reservation
Cancel Reservation Setup

Borrower

Borrower Information ✎

First Name	Sample
Middle Name	--
Last Name	Homeowner
Name Suffix	
Date of Birth	1/1/1968
Gender	Male
Ethnicity	Nonhispanic
SSN	123-45-6789
Marital Status	Married
Email	--
Phone #	(919) 333-1542
Phone Type	Home
Alt Phone #	--
Alt Phone Type	

Current Mailing Address ✎

Address	PO Box 4127
Address 2	--
City	Raleigh
State	NC
Zip	27609

Checkmark means complete

Enter Co-Borrower if applicable. Always enter the spouse of a borrower. If the spouse will not be on the promissory note, you will be able to designate them as “excluded from loan documents.”



Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property** 4
- Household 1
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney 🔒
- Closing Location 🔒
- Settlement Data Sheet 🔒
- Invoices 🔒
- Requisitions 🔒
- Documents 3
- Unit Completion 🔒
- Messages


Actions

- Submit Reservation
- Cancel Reservation Setup

Property

Address ✎

Address	3321 Main Street
Address 2	--
City	Raleigh
State	NC
Zip	27609
County	Wake



Property Information ✎

Year Built	--
# of Bedrooms	--
# of Baths	--
Unit Size (SF)	--
Dwelling Type	--

Not necessary to adjust map.

Update Property Information and save



Menu

- Dashboard
- Borrower ✓
- Co-Borrower 7
- Property 4
- Household 1**
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney 🔒
- Closing Location 🔒
- Settlement Data Sheet 🔒
- Invoices 🔒
- Requisitions 🔒
- Documents 3
- Unit Completion 🔒
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Household

Residents ✍

Household Racial Identity	Black/African American
Household Type	Single, Non-Elderly
Household Size	1
Household Income	\$11,000
Member of Household Disabled	Yes
Potential Conflict of Interest	No

Special Needs +

Description

- 🗑 Elderly
- 🗑 Physically Disabled

Home ✍

Energy/Green Standard	--
Days To Complete Project	--

Click to complete the required fields

Click "Yes" if the borrower, co-borrower or any immediate family member is an employee of the loan pool partner's organization. A document slot will be generated



Residents



Warning:
Household Income exceeds the income limit of \$51,950. This will prevent the submission of this reservation.

Household Racial Identity	Black/African American
Household Type	Elderly
Household Size	1
Household Income	\$60,000
Member of Household Disabled	Yes
Potential Conflict of Interest	Yes

Special Needs



No Special Need Exists

Home



Energy/Green Standard	--
Days To Complete Project	--

If Household Income is over the HUD HOME income limits, a Warning will be displayed and the homeowner will be ineligible for the program.



Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property 4
- Household** 1
- Environmental Screening 1
- Post-Rehab Value 2
- Funding 1
- Closing Attorney 🔒
- Closing Location 🔒
- Settlement Data Sheet 🔒
- Invoices 🔒
- Requisitions 🔒
- Documents 3
- Unit Completion 🔒
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Household

Residents ✍

Household Racial Identity	Black/African American
Household Type	Single, Non-Elderly
Household Size	1
Household Income	\$11,000
Member of Household Disabled	Yes
Potential Conflict of Interest	No

Special Needs 🗑

Description

- 🗑 Elderly
- 🗑 Physically Disabled

Home ✍

Energy/Green Standard	--
Days To Complete Project	--

Click to add one or more special needs. Use the trashcan icon if you need to delete one.



Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household**
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Household

Residents

Household Racial Identity	Black/African American
Household Type	Single, Non-Elderly
Household Size	1
Household Income	\$11,000
Member of Household Disabled	Yes
Potential Conflict of Interest	No

Special Needs

Description

- Elderly
- Physically Disabled

Home

Energy/Green Standard	--
Days To Complete Project	90

Energy / Green Standard – select “None” for ESFRLP 2016 and beyond

90 days is the default but may be changed



Menu	
Dashboard	
Borrower	✓
Co-Borrower	?
Property	4
Household	✓
Environmental Screening	1
Post-Rehab Value	2
Funding	1
Closing Attorney	🔒
Closing Location	🔒
Settlement Data Sheet	🔒
Invoices	🔒
Requisitions	🔒
Documents	3
Unit Completion	🔒
Messages	

Actions
Submit Reservation
Cancel Reservation Setup

Environmental Screening ✎

Historic Property: [36 CFR 800]
<http://gis.ncdcr.gov/hpweb/> (print and attach color map)

Year built? --

Is the unit > 45 years old? --

Is the unit within or adjacent to any listed or eligible historic district? --

Floodplain Management: [24 CFR 55, Executive Order 11988]
<http://fris.nc.gov/fris/index.aspx?ST=NC> (print and attach color map)

FIRM Panel Number? --

FIRM Panel Effective Date? --

Is the unit located outside of a 100-year floodplain? --

Is the cost of rehab <50% of the market value of the home before rehabilitation? --

Wetlands Protection [24 CFR 55, Executive Order 11990]
<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (print and attach color map)

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation? --

Coastal Zone Management [Coastal Zone Management Act of 1972 sections 307(c) & (d)]

NA - There is no effect for single-family owner occupied housing rehabilitation. --

Sole Source Aquifers [40 CFR 149]

NA - There are no sole source aquifers in NC per HUD.gov. --

Endangered Species [50 CFR 402]

Website links provided for source maps that will be saved to your desktop as .jpg or .pdf and uploaded

Each question must be answered unless N/A



Menu	
Dashboard	
Borrower	✓
Co-Borrower	?
Property	4
Household	✓
Environmental Screening	1
Post-Rehab Value	2
Funding	1
Closing Attorney	🔒
Closing Location	🔒
Settlement Data Sheet	🔒
Invoices	🔒
Requisitions	🔒
Documents	3
Unit Completion	🔒
Messages	

Actions
Submit Reservation
Cancel Reservation Setup

Environmental Screening 📄

Historic Property: [36 CFR 800]
<http://gis.ncdcr.gov/hpoweb/> (print and attach color map)

Year built? --

Is the unit > 45 years old? --

Is the unit within or adjacent to any listed or eligible historic district? --

Floodplain Management: [24 CFR 55, Executive Order 11988]
<http://fris.nc.gov/fris/index.aspx?ST=NC> (print and attach color map)

FIRM Panel Number? --

FIRM Panel Effective Date? --

Is the unit located outside of a 100-year floodplain? --

Is the cost of rehab <50% of the market value of the home before rehabilitation? --

Wetlands Protection [24 CFR 55, Executive Order 11990]
<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (print and attach color map)

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation? --

Coastal Zone Management [Coastal Zone Management Act of 1972 sections 307(c) & (d)]

NA - There is no effect for single-family owner occupied housing rehabilitation. --

Sole Source Aquifers [40 CFR 149]

NA - There are no sole source aquifers in NC per HUD.gov. --

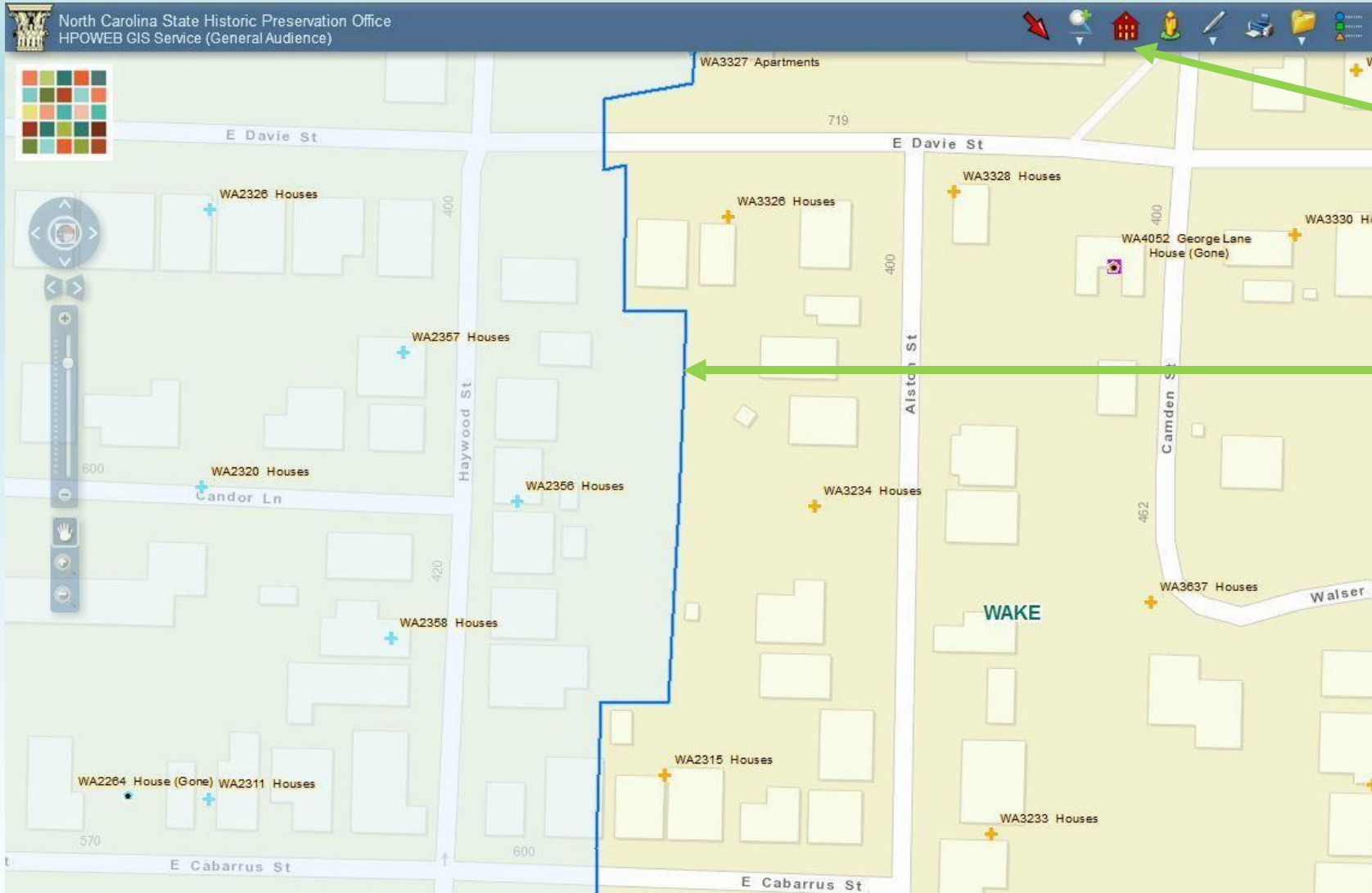
Endangered Species [50 CFR 402]

These two questions will be auto-filled. If >45 years old, you must complete a Historic Evaluation Request (pre-filled template available in "Documents")



Historic Property

<http://gis.ncdcr.gov/hpoweb/>



Click on the house icon to enter address

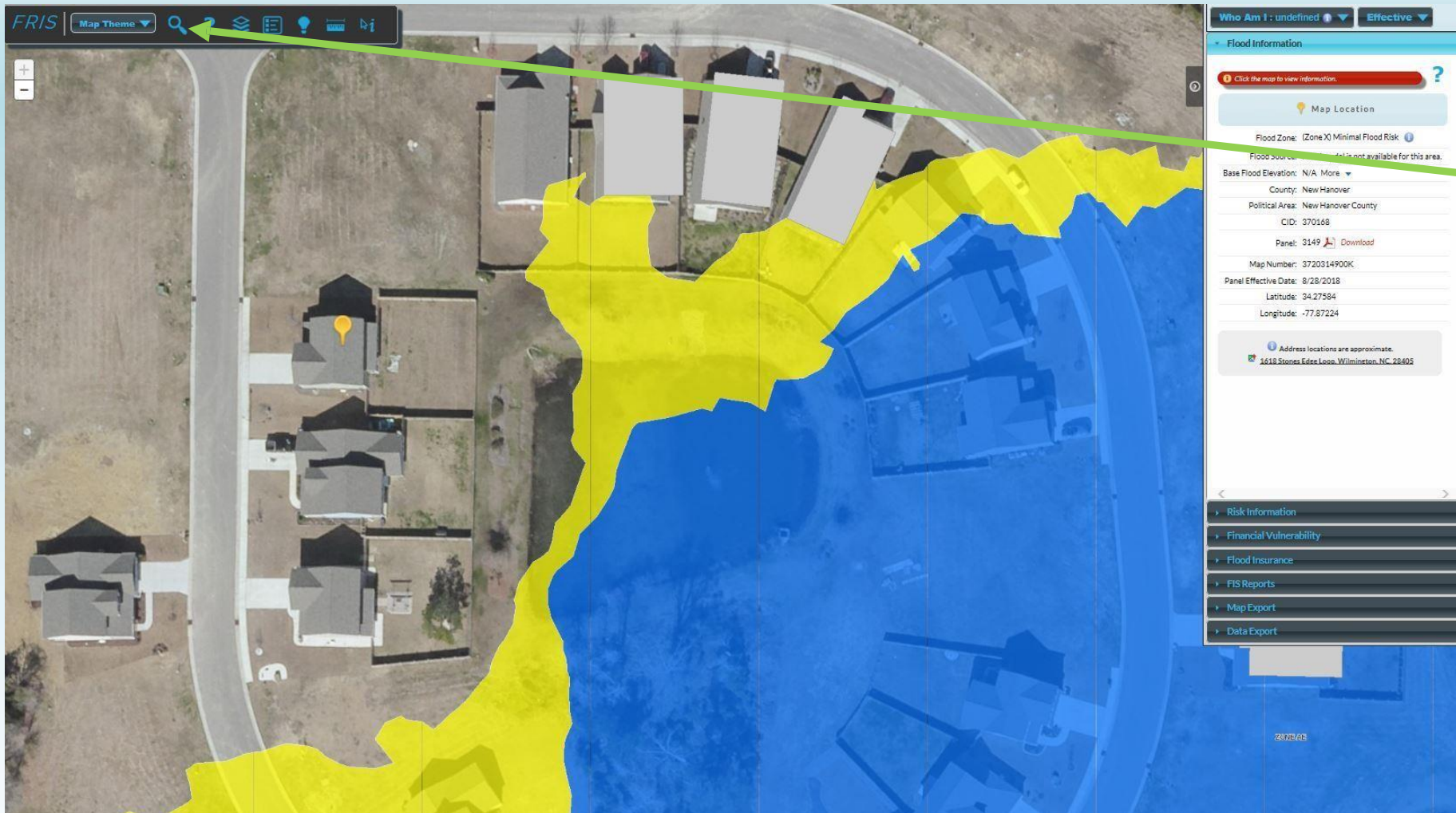
Historic districts outlined in color

Save a screen capture to upload later



Floodplain Management

<http://fris.nc.gov/fris/index.aspx?ST=NC>



Click on the magnifying glass to enter address

Blue designates 100 year flood plan



Floodplain Management

<http://fris.nc.gov/fris/index.aspx?ST=NC>



Save a screen capture, including Flood Information menu

Note panel number and effective date for entry into portal



NEPAssist

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Click on the search field to enter address

Turn on appropriate layers for mapping



Wetlands Protection

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Wetlands Protection [24 CFR 55, Executive Order 11990]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (print and attach color map)

Link for NEPA site

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No

If the well or septic is not being repaired or replaced, answer "No"



Wetlands Protection

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

The screenshot displays the NEPAAssist web application interface. At the top left, the text "NEPAAssist" is visible. To the right of the title bar, there are links for "Home" and "Help", and the EPA logo with the text "United States Environmental Protection Agency". Below the title bar is a search bar and a menu with options: "Basemap", "Imagery", "Draw", "Erase", "Bookmarks", "Tools", and "More Data". The main area shows a map with a green wetland area labeled "PSS1A" and "PFO1C". A blue riverine feature is also visible. On the right side, there is a "Select Map Contents" panel with a list of layers. The "Wetlands" layer is expanded, showing various types of wetlands with corresponding color swatches: Estuarine and Marine Deepwater (dark blue), Estuarine and Marine Wetland (light blue), Freshwater Emergent Wetland (yellow-green), Freshwater Forested/Shrub Wetland (green), Freshwater Pond (light blue), Lake (dark blue), Other (brown), and Riverine (blue). A green callout box with a white border and rounded corners points to the search bar, containing the text "Enter address with city and state".

Enter address with city and state



Wetlands Protection

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

The screenshot shows the NEPAAssist web application interface. At the top left, the text "NEPAAssist" is displayed. To the right of the title bar, there are links for "Home" and "Help", and the EPA logo with the text "United States Environmental Protection Agency". Below the title bar is a search bar and a menu with options: "Basemap", "Imagery", "Draw", "Erase", "Bookmarks", "Tools", and "More Data". The main area is a map showing a green wetland area labeled "PSS1A" and "PFO1C". A blue river flows through the area. A "Select Map Contents" menu is open on the right side of the map, listing various map layers. The "Wetlands" layer is checked and expanded, showing sub-layers: "Estuarine and Marine Deepwater", "Estuarine and Marine Wetland", "Freshwater Emergent Wetland", "Freshwater Forested/Shrub Wetland", "Freshwater Pond", "Lake", "Other", and "Riverine". A green arrow points from a callout box to the "Wetlands" layer in the menu.

Turn on
Wetland layer

Make sure
screen capture
includes
"Select Map
Contents"
menu



Coastal Zone Management, Sole Source Aquifers and Endangered Species

Coastal Zone Management [Coastal Zone Management Act of 1972 sections 307(c) & (d)]

NA - There is no effect for single-family owner occupied housing rehabilitation.

N/A

Sole Source Aquifers [40 CFR 149]

NA - There are no sole source aquifers in NC per HUD.gov.

N/A

Endangered Species [50 CFR 402]

Will there be ground disturbance, vegetation removal, or atypical noise generation?

No

These default to N/A

If the well or septic is not being repaired or replaced, answer "No"



Wild and Scenic Rivers

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Wild and Scenic Rivers [36 CFR 297]

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (print and attach color map)

Is the unit within 1 mile from one of the five scenic rivers listed on the above website?

No

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No

Link for website

If the well or septic is not being repaired or replaced, answer "No"



Wild and Scenic Rivers

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx>

The screenshot displays the NEPAAssist web application. At the top, the search bar contains '1480 River Run Road, selma nc'. The interface includes a toolbar with options like Basemap, Imagery, Draw, Erase, Save Session, Tools, and More Data. The map shows a green area representing a river, with labels for 'Lumber River' and 'Upper River'. The 'Select Map Contents' menu is open, showing various layers. The 'Wild and Scenic Rivers' layer is checked, indicated by a green checkmark. Other layers include EPA Facilities, Water Monitoring Stations, Places, Transportation, Water Features, Impaired Streams, Impaired Waterbodies, Streams, Water Bodies, Sole Source Aquifers, Watersheds (HUC12), Watersheds (HUC8), Nonattainment Areas, Boundaries, Soil Survey Map, Critical Habitat, NWI Wetlands, FEMA Flood, and Land Cover. The EPA logo and 'United States Environmental Protection Agency' text are visible in the top right corner of the interface.

Turn on Wild and Scenic Rivers layer

Make sure screen capture includes "Select Map Contents" menu



Air Quality and Farmland Protection

Air Quality [40 CFR parts 6,51,61,93] Clean Air Act of 1970

NA - Single-family owner occupied housing rehabilitation does not contribute to long-term air pollution.

N/A

Farmland Protection [7 CFR 658]

Will there be ground disturbance with the proposed single-family owner occupied housing rehabilitation?

No

This defaults to
N/A

If the well or
septic is not
being repaired
or replaced,
answer "No"



Noise Control and Abatement

Noise Control and Abatement [24 CFR 51B]

Maps and noise calculations for ESFRLP are not required due to the programs standardized continuation treatments. All repaired or replacement components to the building envelope under ESFRLP will meet or exceed the Essential Rehabilitation Standards. Please contact NCHFA if you have any questions.



Explosive and Flammable Operations

Explosive and Flammable Operations [24 CFR 51C]

Will the rehab increase the occupancy or envelope of the home?

No

This defaults to
N/A

Airport Hazards (Runway Clear Zones and Clear Zones/Accident Potential Zones [24 CFR 51D])

<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 2,500' of a civilian airport or within 15,000' of a military airfield?

Yes

Is the cost of rehab <75% of the market value of the structure before rehabilitation?

Yes



Airport Hazards

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

3809 Katharina court, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
 - Airport Points
 - Airport Polygons
 - Railroads
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Use the NEPA site to generate the airport hazards maps



Airport Hazards

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

3809 Katharina court, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
 - Airport Points
 - Airport Polygons
 - Railroads
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Turn on Airport Points and Airport Polygons under Transportation



Airport Hazards

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

Search: katharina court, raleigh nc2500

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
 - Airport Points
 - Airport Polygons
 - Railroads
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Change the buffer distance and make sure that Airport Points and Airport Polygon layers are on



Airport Hazards

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

8809 katharina court raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

35.941232, -78.834944

Select Map Contents

- EPA Facilities
- Water Monitoring Stations
- Places
- Transportation
 - Airport Points
 - Airport Polygons
 - Railroads
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Project Details

Name: []

Description: 8809 katharina court raleigh nc

Buffer: 15 mi Add to Map

NEPAAssist Report Delete

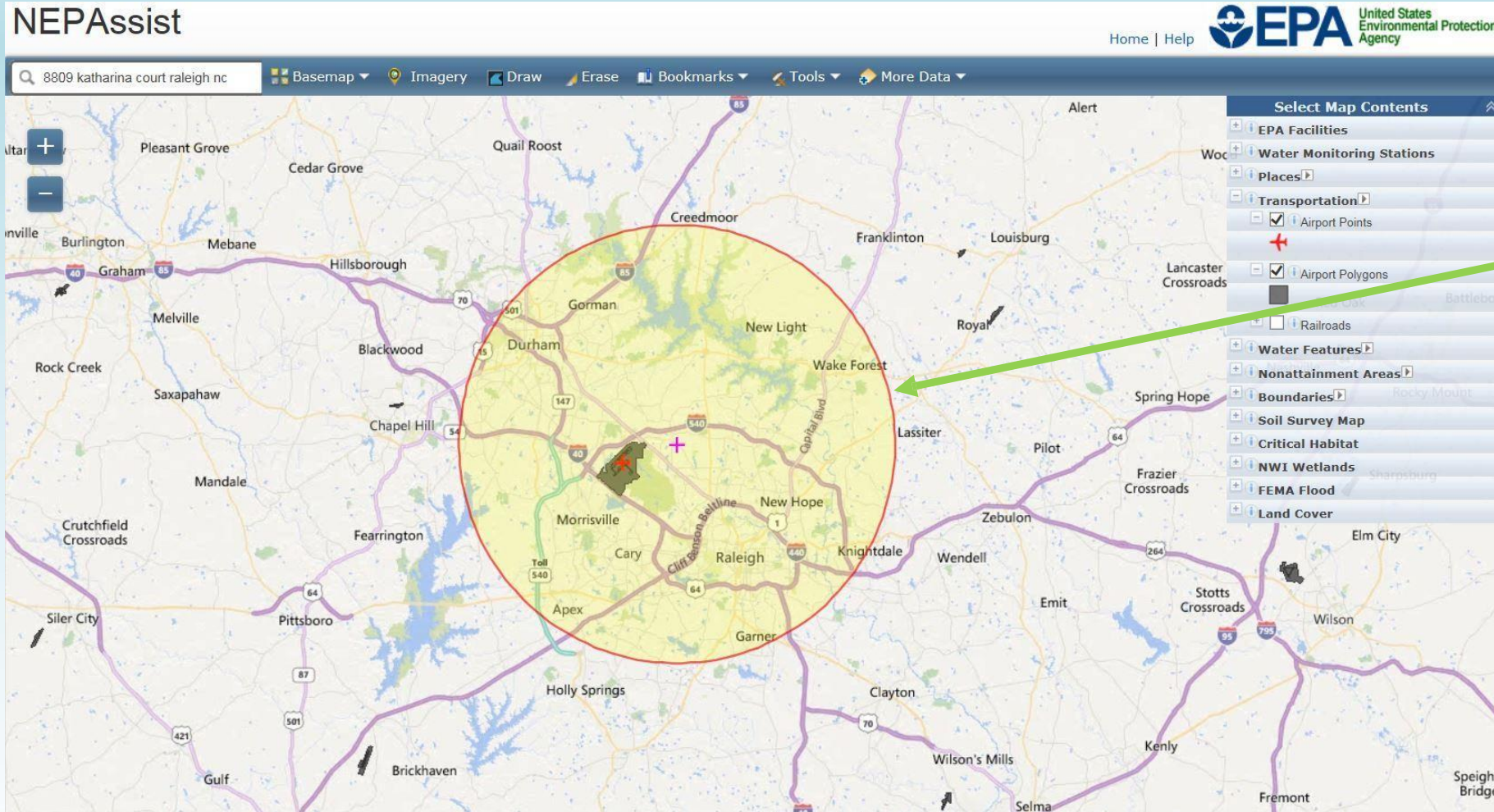
Left click on the magenta cross, enter buffer distance and unit of measurement, then click “Add to Map”



Airport Hazards

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 2500 feet of a civilian or 15000 feet of a military airfield?



Zoom out until the entire buffer is visible. Close the Project Details window before screen capture



Contamination and Toxic Substances [24 CFR 58.2(i)(2)]

Contamination and Toxic Substances [24 CFR 58.5(i)(2)]
<http://nepassisttool.epa.gov/nepassist/nepamap.aspx> (attach color map)

Is the unit within 3,000' of a Brownfields or Superfund site?

Please provide site investigation of type(s) of contamination/toxic facilities and photos.

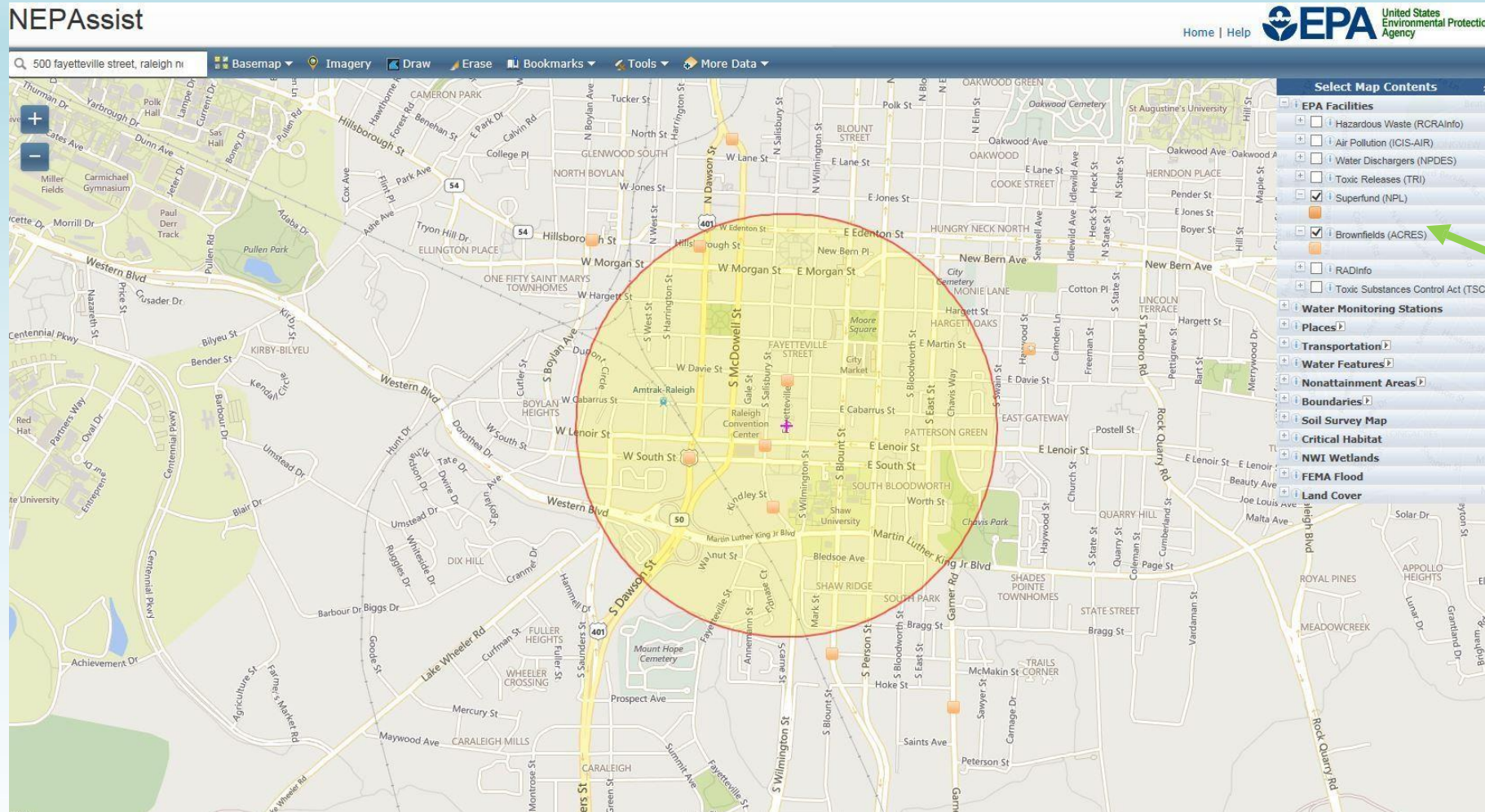
This defaults to
N/A



Contamination and Toxic Substances

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 3000 feet of a Brownfields or Superfund site?



Change the buffer distance and turn on Brownfields and Superfund layers under EPA Facilities



Contamination and Toxic Substances

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 3000 feet of a Brownfields or Superfund site?

NEPAAssist

Home | Help United States Environmental Protection Agency

120 n boylan avenue, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
 - Hazardous Waste (RCRAInfo)
 - Air Pollution (ICIS-AIR)
 - Water Dischargers (NPDES)
 - Toxic Releases (TRI)
 - Superfund (NPL)
 - Brownfields (ACRES)
 - RADInfo
 - Toxic Substances Control Act (TSCA)
- Water Monitoring Stations
- Places
- Transportation
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Project Details

Name: []

Description: 120 n boylan avenue, raleigh nc

Buffer: 3000 ft Add to Map

NEPAAssist Report Delete

Change the buffer distance and turn on Brownfields and Superfund layers under EPA Facilities



Contamination and Toxic Substances

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 3000 feet of a Brownfields or Superfund site?

NEPAAssist

Home | Help EPA United States Environmental Protection Agency

120 n boylan avenue, raleigh nc

Basemap Imagery Draw Erase Bookmarks Tools More Data

Select Map Contents

- EPA Facilities
 - Hazardous Waste (RCRAInfo)
 - Air Pollution (ICIS-AIR)
 - Water Dischargers (NPDES)
 - Toxic Releases (TRI)
 - Superfund (NPL)
 - Brownfields (ACRES)
 - RADInfo
 - Toxic Substances Control Act (TSCA)
- Water Monitoring Stations
- Places
- Transportation
- Water Features
- Nonattainment Areas
- Boundaries
- Soil Survey Map
- Critical Habitat
- NWI Wetlands
- FEMA Flood
- Land Cover

Project Details

Name: []

Description: 120 n boylan avenue, raleigh nc, []

Buffer: 3000 ft Add to Map

NEPAAssist Report Delete

Turn off the Project Details window before capturing the screen (site icons can be hidden under the window)



Contamination and Toxic Substances

<https://nepassisttool.epa.gov/nepassist/nepamap.aspx>

Is the unit within 3000 feet of a Brownfields or Superfund site?

The screenshot shows the NEPAAssist web application interface. At the top left, the search bar contains '120 n boylan avenue, raleigh nc'. The map displays a street grid in Raleigh, NC, with a red circle highlighting a specific area. A tooltip window titled 'ACRES' is open, listing two sites: '301 Hillsborough Street' and 'Former Tao Auto'. The right sidebar shows 'Select Map Contents' with various layers like 'EPA Facilities', 'Water Monitoring Stations', and 'Land Cover'. The EPA logo and 'United States Environmental Protection Agency' are visible in the top right corner.

Click on each site to get a Facility Report. Contact Laura Altimare or Mark Lindquist for instructions.



Environmental Justice and Completion

Environmental Justice [Executive Order 12898]

NA for single-family owner occupied housing rehabilitation.

Report Information

Report Prepared By?

Prepared Date?

This defaults to N/A

Enter your name and the date, then click "Save" and rejoice!



Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value** 2
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 15
- Unit Completion
- Messages

Actions

- Submit Reservation
- Cancel Reservation Setup

Post-Rehabilitation Property Value Certification

Post-Rehab Value and Valuation Method

Max Property Value	\$223,000
Post-Rehab Value	--
Valuation Method	--

Click on the blue edit box to enter information

There are three methods to determine a Post-Rehab Value:

1) Estimate of Value (Comparable Sales), 2) Tax Assessments of a comparable property, or 3) an Appraisal.

- If you select to use an Estimate of Value or Tax Assessments of a comparable property, please enter the comparable property figure and upload the documentation of the target and the comparable property.
- If you select the Appraisal method, please enter the Appraisal figure and upload the documentation that includes the work to be performed.
- If the Post-Rehab Value is greater than the Max. Property Value, the unit is ineligible.



- Menu**
- Dashboard
 - Borrower
 - Co-Borrower
 - Property
 - Household
 - Environmental Screening
 - Post-Rehab Value** 2
 - Funding 1
 - Closing Attorney
 - Closing Location
 - Settlement Data Sheet
 - Invoices
 - Requisitions
 - Documents 15
 - Unit Completion
 - Messages

- Actions**
- Submit Reservation
 - Cancel Reservation Setup

Post-Rehab Value and Valuation Method

A Note Regarding Valuation Method:
Once a valuation method is selected it must be used consistently in determining the post-rehab value of each unit being certified.

Post-Rehab Value *

Valuation Method * Select the Valuation Method by clicking upon one of the boxes below:

Estimate of Value (Comparable Sales)

This is a value based on sale prices of comparable properties in the immediate neighborhood, within the prior year. (Member's project file must contain an estimate of value and document the basis for the value estimates)

Tax Assessments

Base valuation on tax assessments of comparable properties located in the same neighborhood. The assessments used must be current and accurately reflect the market values of standard (not deteriorated) properties.

Appraisals

These are appraisals prepared by a licensed fee appraiser or by the Member's staff appraiser. (Member's project file must include a copy of the post-rehab appraisal report.) This method requires the Member to provide the appraiser with the written work write-up for the proposed rehabilitation for the subject property. The SFRLP assistance will be assumed to raise the property to standard level.

Enter post-rehab value estimate

Click inside the shaded box to indicate valuation method – must be the same for each unit in the project

Click "Save"



Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property ✓
- Household ✓
- Environmental Screening ✓
- Post-Rehab Value ✓
- Funding 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 16
- Unit Completion
- Messages

Dashboard

Loan Status

Pending Setup

General

Loan Amount \$24,000

Assigned Contact Meagan Jacobs

Important Dates

Date Reserved --

Date Approved --

Anticipated Closing Date --

The unit is still in “Pending Setup” status

The next menu item to complete is “Funding”

Actions

- Submit Reservation
- Cancel Reservation Setup




Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding** 1
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 16
- Unit Completion
- Messages


Actions

- Submit Reservation
- Cancel Reservation Setup


Funding

SFRLP Loan Details (Hard Costs) 

Requested Amount	\$20,000
Contingency Amount	\$4,000
Amount	\$24,000
Loan Term	96 Months

Other Funding 

No Other Funding exists. Enter your non-NCHFA funding sources here.

Soft Costs 

No Fees or Grants Exist

Edit hard costs (loan)

Add other (non-HFA) funding if applicable

Edit soft costs (grant)



Edit SFRLP Loan

Requested Loan Amount *	<input type="text" value="20,000"/>
Contingency Amount *	<input type="text" value="4,000"/>
Amount *	<input type="text" value="24,000"/>
Term in Months *	<input type="text" value="96"/>

Edit hard costs (loan)

The Contingency Amount will automatically add 20% of the requested amount up to the maximum

Term will automatically calculate



Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents** 16
- Unit Completion
- Messages


Actions

- Submit Reservation
- Cancel Reservation Setup




Documents +

Please fill the following slots in order to provide the necessary documentation to process this reservation.




You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area




HOME Owner Written Agreement
(Required)




Income Eligibility Calculator
(Required)




Historic Property Map
(Required)




Flood Map
(Required)




Historical Evaluation Request
(Required)

SHPO Response Letter
(Optional)

Proof of Flood Insurance
(Required)

Click to add document slots

Instructions on uploading files

Pre-filled template available. This document must be generated, signed and uploaded.



Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property ✓
- Household ✓
- Environmental Screening ✓
- Post-Rehab Value ✓
- Funding ✓
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents 16**
- Unit Completion
- Messages


Actions










- Submit Reservation
- Cancel Reservation Setup

Documents +

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area

HOME Owner Written Agreement (Required)	  
Income Eligibility Calculator (Required)	  
Historic Property Map (Required)	  
Flood Map (Required)	  
Historical Evaluation Request (Required)	  
SHPO Response Letter (Optional)	  
Proof of Flood Insurance (Required)	  

Icons for Upload, View and Delete

Number of documents required



Menu

- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents** 16
- Unit Completion
- Messages


Actions






















- Submit Reservation
- Cancel Reservation Setup

Documents

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area

- HOME Owner Written Agreement** (Required)   
- Income Eligibility Calculator** (Required)   
- Historic Property Map** (Required)   
- Flood Map** (Required)   
- Historical Evaluation Request** (Required)   
- SHPO Response Letter** (Optional)   
- Proof of Flood Insurance** (Required)   

Upload the HUD Income Eligibility Calculator that was done during application intake <https://www.hudexchange.info/incomecalculator/>



Menu

- Dashboard
- Borrower ✓
- Co-Borrower ?
- Property ✓
- Household ✓
- Environmental Screening ✓
- Post-Rehab Value ✓
- Funding ✓
- Closing Attorney ✓
- Closing Location ✓
- Settlement Data Sheet ✓
- Invoices ✓
- Requisitions ✓
- Documents ✓**
- Unit Completion ✓
- Messages ✓

Actions







- Submit Reservation
- Cancel Reservation Setup

Documents +

Please fill the following slots in order to provide the necessary documentation to process this reservation.

You can fill a slot two ways:

- Use the  button to browse for a file
- Drag-and-drop files onto the dotted, colored area

- HOME Owner Written Agreement** (Required)    
- Income Eligibility Calculator** (Required)   
- Historic Property Map** (Required)   
- Flood Map** (Required)   
- Historical Evaluation Request** (Required)    
- SHPO Response Letter** (Optional)   
- Proof of Flood Insurance** (Required)   

Slots turn green after upload

All documents have been uploaded

Click "Submit Reservation"



- Menu**
- Dashboard
 - Borrower ✓
 - Co-Borrower ?
 - Property ✓
 - Household ✓
 - Environmental Screening ✓
 - Post-Rehab Value ✓
 - Funding ✓
 - Closing Attorney
 - Closing Location
 - Settlement Data Sheet
 - Invoices
 - Requisitions
 - Documents ✓
 - Unit Completion
 - Messages

- Actions**
- Submit Reservation
 - Cancel Reservation Setup

Review and Submit

This Reservation has passed all checks and is ready for submission

- Borrower ✓
- Property ✓
- Household ✓
- Environmental Screening ✓
- Post-Rehabilitation Property Value Certification ✓
- Funding ✓
- Documents ✓

Submit

Click "Submit"



- Menu
- Dashboard
- Borrower
- Co-Borrower
- Property
- Household
- Environmental Screening
- Post-Rehab Value
- Funding
- Closing Attorney
- Closing Location
- Settlement Data Sheet
- Invoices
- Requisitions
- Documents
- Unit Completion
- Messages

Reservation Submitted

Your reservation has been submitted for review.

Status changes to "Submitted"

Confirmation message



What happens next?

- Status “Submitted”- the unit information has been sent to NCHFA for review.
- Status “Reserved” – the unit is under environmental and title review. Funds have been reserved for the unit but are not yet guaranteed. You will be contacted if any questions or need for additional documentation arises.
- Status “Approved” – the unit is now funded. You can start work on soft cost items like work write-ups and bill for those items. Once you finish your procurement process and have a winning contract you can submit your Settlement Data Sheet and closing date / attorney.



Reservation or Environmental Questions?

If you have any problems with portal operations or any stage of the environmental submission process, please contact:

Mark Lindquist

mwlindquist@nchfa.com

919-501-4263

Mike Handley

mghandley@nchfa.com

919-877-5627

