



**Long Island Home Works Partnership
And
New York State HELP Program
Employer Assisted Housing Program (EAHP)
2010 SUFFOLK COUNTY EDITION
Program Highlights**

GOAL:

The purpose of the EAHP is to assist Long Island businesses recruit and retain a skilled and qualified workforce to ensure economic stability by providing financial assistance and housing counseling to eligible employees.

PARTICIPANTS:

The Long Island Home Works Partnership (LIHWP) consists of Nassau County, Suffolk County, the Suffolk County HOME Consortium, Babylon, and Islip Towns, the New York State Affordable Housing Corporation and the Long Island Housing Partnership and the New York State HELP Program.

ELIGIBILITY CRITERIA:

An applicant must ---

1. Be a household that is purchasing a house within the Long Island Region;
2. Provide tax returns for the last three (3) years and four most recent pay stubs;
3. Be a Family or Individual that will occupy the property as a Principal Residence;
4. Not have entered into a contract to purchase a home prior to the company's participation in the program;
5. Have an annual income meeting the income guidelines for the categories described below.
6. Meet the asset test of not having more than 25% of the median price home on Long Island in liquid assets (not including pension or retirement accounts) remaining after down payment by applicants.
7. Be able to secure a mortgage from a recognized lending institution.
8. Attend an individual mortgage counseling session and group rehab session at the Long Island Housing Partnership, located at 180 Oser Avenue Suite 800 Hauppauge, NY 11788 before you look for a home.
9. If anything changes with your income or status on your application, prior to the time you enter into contract, you must notify us immediately as this may affect your ability to qualify for a home in this program. LIHP and/or the County of Nassau have the right to re-verify your program status up until a formal contract is signed.
10. Not be an owner or have an ownership interest in the business. Immediate family members of an owner are not eligible to receive assistance.
11. Meet other program guidelines as defined by the funding sources.

Please note if you currently own a home, you must provide a HUD I settlement statement or proof that the home has been sold before you can receive any grant funding for your purchase.

CATEGORY I (80%):

Income Guidelines For Households:	
<u>Family Size</u>	<u>Maximum Allowable Income</u>
1	\$ 58,000
2	\$ 66,300
3	\$ 74,600
4	\$ 82,900
5	\$ 89,500
6	\$ 96,150
7	\$102,750
8 or more	\$109,400

Eligible homebuyers who fall within the above **Category I** income guidelines will be provided with assistance based on one of the following options:

OPTION A:

Pre-existing single-family residences located within Suffolk County occupied as a principal residence, including Condominiums, Co-ops or Manufactured homes. Residences cannot contain any rental units. The appraised value of the property to be purchased must not exceed: **\$362,790**.

- 1) Up to \$26,000 in down payment assistance and \$35,000 for repairs with an employer contribution of \$3,000 net.
- 2) Up to \$32,000 in down payment assistance and \$35,000 for repairs with an employer contribution of \$5,000 net.
- 3) Up to \$47,000 in down payment assistance and \$35,000 for repairs with an employer maximum contribution of \$10,000 net.

OPTION B:

Newly constructed single-family residences located within Suffolk County occupied as a principal residence, including Condominiums, Co-ops or Manufactured homes. Residences cannot contain any rental units. The appraised value of the property to be purchased must not exceed: **\$362,790**.

- 1) Up to \$21,000 in down payment assistance with an employer contribution of \$3,000 net.
- 2) Up to \$27,000 in down payment assistance with an employer contribution of \$5,000 net.
- 3) Up to \$42,000 in down payment assistance with an employer maximum contribution of \$10,000 net.

CATEGORY II (120%):

Income Guidelines For Households:	
<u>Family Size</u>	<u>Maximum Allowable Income</u>
1	\$ 87,000
2	\$ 99,450
3	\$111,900
4	\$124,300
5	\$134,250
6	\$144,200
7	\$154,150
8 or more	\$164,100

Eligible homebuyers who fall within the Category II income guidelines will be provided with assistance based on one of the following:

Pre-existing single-family residences located within Suffolk County occupied as a principal residence, which are single-family dwellings, including Condominiums or Manufactured homes. Residences cannot contain any rental units. The appraised value of the property to be purchased must not exceed: **\$425,000 (including Rehabilitation)**.

- 1) Up to \$14,000 in down payment assistance and \$35,000 for repairs with an employer contribution of \$3,000 net.
- 2) Up to \$20,000 in down payment assistance and \$35,000 for repairs with an employer contribution of \$5,000 net.
- 3) Up to \$35,000 in down payment assistance and \$35,000 for repairs with an employer maximum contribution of \$10,000 net.

CATEGORY III (130%):

Income Guidelines For Households:	
<u>Family Size</u>	<u>Maximum Allowable Income</u>
1	\$ 94,300
2	\$107,750
3	\$121,200
4	\$134,700
5	\$145,450
6	\$156,250
7	\$167,000
8 or more	\$177,800

Eligible homebuyers who fall within the Category III income guidelines will be provided with assistance based on one of the following:

New and pre-existing single-family residences located within Suffolk County occupied as a principal residence, which are single-family dwellings, including Condominiums, Co-ops or Manufactured homes. Residences cannot contain any rental units. The appraised value of the property to be purchased must not exceed: **\$410,000**.

- 1) Up to \$9,000 in down payment assistance with an employer contribution of \$3,000 net. An additional \$20,000 for repairs will be available for pre-existing units only.
- 2) Up to \$15,000 in down payment assistance with an employer contribution of \$5,000 net. An additional \$20,000 for repairs will be available for pre-existing units only.
- 3) Up to \$30,000 in down payment assistance with an employer maximum contribution of \$10,000 net. An additional \$20,000 for repairs will be available for pre-existing units only.

OTHER PROGRAM REQUIREMENTS:

HOME OWNERSHIP/CURRENT HOME OWNED:

If you currently own a home, you must provide a HUD I statement or proof that the home has been sold before you can receive any grant funding for your purchase.

APPRAISED VALUE LIMIT:

Amounts shown for appraised value of property represents the maximum allowable value. Contact LIHP prior to entering into a contract.

EMPLOYEE DOWNPAYMENT:

The employee is responsible for the remaining portion of the down payment and closing costs. The minimum employee contribution is \$3,000.

MORTGAGES:

Fixed rate full document mortgages are required. Adjustable rate, interest only, 203K and second mortgages are not permitted on homes that receive assistance through this program. FHA mortgages are not permitted for applicants receiving HELP funds.

MAXIMUM ALLOWABLE INCOME:

In all categories, the maximum allowable income is determined by projecting each applicant's total family income for the upcoming 12 month period.

ASSET TEST:

Asset Test consists of not having more than 25% of the median price home on Long Island in liquid assets (not including pension or retirement accounts) remaining after the down payment by applicants.

MINIMUM PERCENTAGE OF FAMILY INCOME:

The total of the amount of assistance received from the LIHWP and the employer, combined with the employees portion of the down payment, can not have the effect of reducing the employees percentage of housing cost to less than 25% of the employees calculated annual household income. Assistance amounts shall be adjusted, when appropriate, to meet this criterion.

APPLICATION PROCEDURE:

Applications for the EAHP Down Payment Assistance Program will be made available through the Suffolk County Community Development Office or Long Island Housing Partnership. Upon a signed written request from an authorized representative of the participating employer, applications will be sent to the employee.

APPLICATION INTAKE AND QUALIFICATION:

Applications from employees purchasing a home in Suffolk County must be fully completed and returned to:
Suffolk County Office of Community Development
H. Lee Dennison Building, 11th. Floor
100 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, N.Y. 11788-0099
(631) 853-5705

Applicants shall be notified of their status after submittal and upon review of their application and required supporting documentation. Qualified applicants shall receive a letter of qualification and information concerning the required documents needed to continue to process their request for assistance.

Upon approval of an applicant's application, two (2) counseling sessions with the applicant and a representative from the Long Island Housing Partnership will be scheduled. At the consultations, the applicant will receive guidance regarding the housing rehabilitation and mortgage application processes. **Applicants should not enter into a contract to purchase a house prior to completing the required homebuyer counseling session. If an applicant enters into contract "before" the required counseling session it may result in lost grant funds.**

PROPERTY CLOSING:

After all copies of all required documents (Purchase Contract, HUD Pre-Contract Agreement, Mortgage Application, Appraisal and Mortgage Commitment) have been forwarded to LIHP, the Office will provide the homeowner with the applicable State, County or Town Voucher and a State, County or Town Note & Mortgage which when signed, notarized and returned, will allow for the draw down of funds to have them available at closing. A minimum of four (4) weeks should be allotted between when the signed documents are received by Nassau County and the Long Island Housing Partnership and the date of the closing.

EAHP Payment Assistance Program moneys will be provided to the buyer by Suffolk County and LIHP at the closing. A representative of the Suffolk County Community Development and the Long Island Housing Partnership will attend the closing and will provide the checks. The checks will be made out to the buyer, who would be the Recipient of the EAHP Payment Assistance Program funds and the seller.

NOTES AND MORTGAGES:

The County or Town Note & Mortgage is subordinate to the prime lender (institution providing the primary mortgage) and is for a period of five (5) years from the date of the closing. Funds are essentially a deferred payment non-interest bearing loan to assist the buyer in a home purchase which are to be repaid if the home is sold or transferred within the five (5) year period stated above or if the home is not occupied as a principal residence. If the home is not sold or transferred within the five (5) year time period and has been occupied as a principal residence, the loan is forgiven and no payments are ever made.

The New York State AHC Note and Mortgage is subordinate only to the prime lender and is for a period of ten (10) years. The assistance provided is a deferred payment loan. If the homeowner occupies the home for fewer than five (5) years the full amount of the assistance recorded in the Note must be repaid. If the homebuyer occupies the home for at least five (5) years but fewer than ten (10) years then the homeowner must repay a portion of the assistance provided. The amount to be repaid will be reduced by 20 percent for each year that the homeowner occupies the home as a principal residence beyond five (5) years and fewer than ten (10) years.

If the home is not sold or transferred within the ten (10) year time period and has been occupied as a principal residence, the loan is forgiven and no payments are ever made. A satisfaction must be requested.

The New York State HELP Note and Mortgage is a soft note and mortgage. The NY State HELP Note and Mortgage is subordinate to the prime lender. If the home is refinanced, sold or transferred, the Note and Mortgage will be immediately due and payable.

Subordination of NYS and County Mortgages may be permitted pursuant to Suffolk County and NYS Subordination Policies and Guidelines. Subordination requests containing a cash-out will not be permitted.

Homebuyers selecting Category I, Option A will be required to sign a New York State Affordable Housing Corporation Note and Mortgage, a New York State HELP Note and Mortgage and a County/ Town Note and Mortgage.

Homebuyers selecting Category I, Option B will be required to sign a New York State HELP Note and Mortgage and a County/ Town Note and Mortgage.

Homebuyers selecting Category II will be required to sign a New York State HELP Note and Mortgage and a New York State Affordable Housing Corporation Note and Mortgage.

Homebuyers selecting Category III will be required to sign a New York State HELP Note and Mortgage.

RESTRICTIONS:

1. Immediately prior to contract, purchased homes must be one of the following: 1) occupied by the seller, 2) have been unoccupied, or 3) occupied by the buyer as a tenant. The purchase of the home cannot displace an existing tenant. Purchaser and Seller will be required to sign a HUD PRE-CONTRACT AGREEMENT or a HUD CONTRACT ADDENDUM form to verify this restriction is not being violated. The applicant must not have entered into a contract to purchase the house prior to the employer joining the program.
2. Private mortgages are not acceptable. Mortgages must be obtained through a recognized lending institution approved by the County and LIHP. 203K, FHA mortgages and Sellers Concessions are not permitted.

LOCATION AND DIRECTIONS TO SUFFOLK COUNTY COMMUNITY DEVELOPMENT OFFICE AND LONG ISLAND HOUSING PARTNERSHIP OFFICE:

Suffolk County Office of Community Development

Suffolk County Community Development
H. Lee Dennison Building
P.O. Box 6100
Hauppauge, N.Y. 11788
(631) 853-5705

The 12 story H. Lee Dennison Building is located on the south side of Veterans Memorial Highway in Hauppauge adjacent the New York State Office Building and across from the Suffolk County Center Office Campus on the north side of Veterans Memorial Highway. It is west of the split between Route 347 (Smithtown By-Pass) and Route 454 (Veterans Highway.) It is east of the end of Northern State Parkway. The office is located on the 11th floor.

Long Island Housing Partnership

Long Island Housing Partnership
180 Oser Avenue
Hauppauge, N.Y. 11788
(631) 435-4710 – Ext. 315

LONG ISLAND EXPRESSWAY DIRECTIONS

TRAVELING WESTBOUND

Long Island Expressway (495) to Exit 55, go to Motor Parkway (traffic light). Turn right onto Motor Parkway. Go to Marcus Boulevard. Turn right onto Marcus Boulevard at traffic light. Go to the next traffic light and turn left onto Oser Avenue. LIHP offices are on the right at 180 Oser Avenue, Suite 800.

TRAVELING EASTBOUND

Long Island Expressway (495) to Exit 55, go to Motor Parkway (traffic light). Turn left onto Motor Parkway. Go to Marcus Boulevard. Turn right onto Marcus Boulevard at traffic light. Go to the next traffic light and turn left onto Oser Avenue. LIHP offices are on the right at 180 Oser Avenue, Suite 800.

NORTHERN STATE PARKWAY DIRECTIONS

TRAVELING EASTBOUND

Northern State Parkway to Exit 46 (New Highway). Proceed straight past first stop sign turn right onto Oser Avenue. LIHP offices are approximately one mile on left at 180 Oser Avenue, Suite 800.