EMPLOYER ASSISTED HOUSING PROGRAM (EAHP)
SUFFOLK COUNTY EDITION
2018
PROGRAM GUIDELINES

PLEASE "RETAI"N A COPY OF THESE PROGRAM GUIDELINES
AFTER YOU SEND IN THE APPLICATION
AS IT CONTAINS IMPORTANT PROGRAM INFORMATION

Suffolk County Community Development Office
P.O. Box 6100
100 Veterans Memorial Highway
Hauppauge, N.Y. 11788-0099
631-853-5705
Dear Applicant,

Suffolk County, working in cooperation with the Long Island Housing Partnership (LIHP), thanks you for your recent inquiry concerning the Employer Assisted Housing Program (EAHP). The EAHP assists Long Island employers with retaining and recruiting qualified employees by providing those employees with the financial assistance needed to purchase and rehabilitate housing on Long Island. Therefore, please examine the EAHP guidelines and application carefully to see if you qualify.

All applications received will be evaluated on a first-come, first-served basis and all grant assistance is subject to funding availability.

Please note if you are separated from your spouse, a legal separation agreement or divorce decree must be provided in order to complete your application. In addition, if you currently own a home, you must provide a Closing Disclosure statement or evidence that the home has been sold before you can receive any grant assistance for your purchase. Also keep in mind that you must not enter into a Contract of Sale to purchase a house prior to being approved for the EAHP from the Suffolk County Community Development Office and LIHP. Applicants are also required to attend an individual mortgage counseling session and group rehab session at LIHP before they enter into a Contract of Sale.

Lastly, we understand that we are asking for a great deal of documentation and personal information, which is necessary in order to determine your eligibility for this program. Rest assured that we will treat your personal information with the utmost confidentiality. If you have any questions, or need assistance in completing this application, please call us at (631) 853-5705.

Sincerely,

Jason Smagin
Assistant Director of Real Estate
EMPLOYER ASSISTED HOUSING PROGRAM (EAHP)
SUFFOLK COUNTY EDITION
PROGRAM GUIDELINES

GOAL:
The purpose of the EAHP is to assist Long Island employers with recruiting and retaining a skilled and qualified workforce to ensure economic stability by providing financial assistance and housing counseling to eligible employees.

PARTICIPANTS: The Long Island Employer Assisted Housing Program consists of Suffolk County, Nassau County, the Suffolk County HOME Consortium, Babylon, and Islip Towns, the New York State Affordable Housing Corporation and the Long Island Housing Partnership.

ELIGIBILITY CRITERIA:
An applicant must:

1) Be a household that is purchasing a home within Suffolk County which home meets the Housing Quality Standard Inspection (as discussed below).

2) Provide tax returns for the last three (3) years and two (2) months’ worth of consecutive pay stubs evidencing year-to-date gross earnings for applicant(s). If year-to-date earnings are “not” included on most recent pay stub submitted, a letter from your employer on company letterhead is required. Letter must state your title/position, annual salary and or rate of pay, with number of weekly hours worked, and year-to-date gross earnings.

3) Be a family or individual that will occupy the property as their principal residence.

4) The EAHP requires the applicant to put $3,000 of their own funds into the transaction.

5) Applicants must “NOT” have entered into a contract to purchase a home prior to the company’s participation in the EAHP Program.

6) Have an annual income meeting the income guidelines for the categories described in the Program Guidelines.
7) Attend an individual mortgage counseling session and group rehab session at the LIHP, located at 180 Oser Avenue, Suite 800, Hauppauge, NY 11788, before you look for a home.

8) Have adequate financial resources and credit to qualify for a mortgage from a recognized lending institution.

9) Applicant may not be an owner or have ownership interest in the business. Immediate family members of an owner are not eligible to receive assistance.

10) 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 required down payment by applicants.

11) Meet all other program Guidelines as defined by each appropriate funding source.

All household members who will be occupying the house to be purchased must be U.S. Citizens or Qualified Resident Aliens.

**FEDERAL HOUSING QUALITY STANDARD INSPECTION:**
The residential property to be purchased must pass a Housing Quality Standards Inspection as a pre-requisite for receiving any grant funds. This inspection is provided by Suffolk County (if purchasing in the Towns of Islip or Babylon, they will provide their own inspection) and is solely for the purpose of ensuring that the home meets a minimum standard of quality pursuant to HUD. Without exception, this program will not fund homes that fail the Federal Housing Quality Standard Inspection.

Any contract for the purchase of a home under this program should contain language that such contract is conditioned upon said home passing the Suffolk County Housing Quality Standards Inspection and receiving written approval that said house is eligible to receive grant funds.

Suffolk County is not responsible to any person, party, entity, applicant, buyer, seller, etc., for the loss of any deposit and/or down payment on a home which has not passed a Federal Housing Quality Inspection.
## CATEGORY I (80%)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>*Maximum Allowable Income</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$62,100</td>
</tr>
<tr>
<td>2</td>
<td>$70,950</td>
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<tr>
<td>3</td>
<td>$79,800</td>
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<td>$88,650</td>
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<tr>
<td>5</td>
<td>$95,750</td>
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<tr>
<td>6</td>
<td>$102,850</td>
</tr>
<tr>
<td>7</td>
<td>$109,950</td>
</tr>
<tr>
<td>8 or more</td>
<td>$117,050</td>
</tr>
</tbody>
</table>

### 2017/2018 INCOME GUIDELINES:

The maximum permitted annual household income for applicants purchasing in Suffolk County for the EAHP shall not exceed 80% of the area median annual household income as determined by HUD. *Please note the maximum allowable income includes all income such as overtime, bonuses, pensions, social security, 401-K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. The Suffolk County Community Development Office must project the income that will be received for the upcoming 12-month period.

Eligible applicants who fall within Category I (80%) will be provided with $12,000 in grant assistance from Suffolk County, or the Town of Islip, or the Town of Babylon, dependent upon where the house is located. In addition, applicants will also receive NYS AHC Funds from LIHP based on either OPTION A or OPTION B stated below. Please see the following:

### 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 purchase price of the property to be purchased must not exceed $352,000. If the property appraises lower than the contracted purchase price, no grant funds can be used.

1) Applicants may receive up to $26,000 in down payment assistance and $24,000 for repairs.

### 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 purchase price of the property to be purchased must not exceed $352,000. If the property appraises lower than the contracted purchase price, no grant funds can be used.

1) Applicants may receive up to $12,000 in down payment assistance.
PLEASE BE ADVISED IF YOU ARE DEEMED INELIGIBLE FOR CATEGORY I (80%) YOU WILL NOT RECEIVE THE $12,000 GRANT ASSISTANCE FROM SUFFOLK COUNTY, OR THE TOWN OF ISLIP OR THE TOWN OF BABYLON. APPLICANTS ARE STILL ENCOURAGED TO SUBMIT THEIR APPLICATION AS YOU MAY STILL BE ELIGIBLE FOR EAHP/HELP PROGRAM UNDER CATEGORY II (120%) AND RECEIVE NYS AHC FUNDS FROM LIHP. PLEASE SEE THE FOLLOWING:

CATEGORY II (120%)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>*Maximum Allowable Income</th>
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</thead>
<tbody>
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<td>1</td>
<td>$ 93,050</td>
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<tr>
<td>2</td>
<td>$ 106,350</td>
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<tr>
<td>7</td>
<td>$ 164,850</td>
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<tr>
<td>8 or more</td>
<td>$ 175,500</td>
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</tbody>
</table>

2017/2018-INCOME GUIDELINES: The maximum permitted annual household income for applicants purchasing in Suffolk County for the EAHP under Category II shall not exceed 120% of the area median annual household income as determined by HUD. *Please note the maximum allowable income includes all income such as overtime, bonuses, pensions, social security, 401-K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. The Suffolk County Community Development Office and LIHP must project the income that will be received for the upcoming 12-month period.

Eligible Applicants who fall within Category II (120%) will be provided with grant assistance from the LIHP. Please see 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 purchase price of the property to be purchased must not exceed $410,000. If the property appraises lower than the contracted purchase price, no grant funds can be used.

1) Up to $9,000 in down payment assistance and $14,000 for repairs.
OTHER PROGRAM GUIDELINES

INCOME STATUS:
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. The Suffolk County Community Development Office and LIHP have the right to re-verify your program status for the EAHP as your income eligibility must be maintained from the point of application to the awarding of all grant assistance at the closing.

ASSET TEST (CATEGORY II ONLY):
The 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.

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 to verify this restriction is not being violated.

2) Private Mortgages, 203K Loans, 2nd Mortgages and Sellers Concessions are not permitted. SHORT SALES, FORECLOSURES, REO AND BANK-OWNED PROPERTIES ARE NOT PERMITTED.

APPLICATION PROCEDURE:
All applications will be evaluated on a first come first served basis. Applications for the EAHP will be made available through the Suffolk County Community Development Office. 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 by “MAIL” to the following address:

Suffolk County Community Development Office
Attention: Employer Assisted Housing Program
P.O. Box 6100
100 Veterans Highway, H. Lee Dennison Bldg.
Hauppauge, N.Y. 11788-0069

Applicants shall be notified of their eligibility status after submittal and upon review of their application and required supporting documentation from the Suffolk County Community Development Office and LIHP. Qualified applicants shall receive an eligibility letter which will also indicate the next steps and required documents needed to continue the EAHP process for grant assistance.
Mortgage Counseling Requirements and Home Buyer Education

Applicants must have adequate financial resources and credit to qualify for a mortgage. Fixed rate full document loans are also required for this program. Therefore, in order to help you understand the home buying process it is mandatory that all applicants attend an individual mortgage counseling session and a group counseling session at the Long Island Housing Partnership (LIHP) located at 180 Oser Avenue, Suite 800, Hauppauge, NY 11788 before you look for a home. There is no fee for attending this session.

Buying a home can be a stressful experience. LIHP has a great deal of knowledge in this field and can advise you on many aspects of purchasing a home and securing a mortgage. In addition, all applicants are required to provide Suffolk County with a mortgage counseling certificate as proof that the one-on-one counseling session was completed.

Upon approval of an applicant's EAHP application, two (2) counseling sessions (one individual session and one group counseling session) with the applicant and a representative from LIHP will be scheduled at that time. At such sessions, the applicant will receive the necessary guidance regarding the housing rehabilitation and mortgage application process.

**Applicants should not enter into a contract to purchase a house prior to completing the required individual mortgage counseling session and the group rehab session.**

If an applicant enters into contract “before” the required counseling sessions it may result in loss of grant funds.

Failure to attend mortgage counseling will disqualify you from receiving assistance through the EAHP Program.

**OBTAINING THE GRANT ASSISTANCE:**

Upon an accepted offer or entering into a Contract of Sale to purchase a home, applicants are required to submit to the Suffolk County Community Development Office and LIHP the following documents as soon as they are available:

1) Fully executed HUD Pre-Contract Agreement.

2) Fully executed Contract of Sale.

3) Visual Inspection Report from an EPA "Certified" Lead Based Paint Inspector. This report must be completed by an EPA "Certified" Lead Based Paint Inspector or submit proof that the house was built after 1978.

   **(THIS DOCUMENT IS ONLY REQUIRED FOR CATEGORY I (80%) AND MUST BE COMPLETED BEFORE EXECUTING A CONTRACT OF SALE).**

4) Mortgage Application (1003).

5) Appraisal of the Subject Property.

6) Mortgage Commitment.

7) Closing Disclosure statement or proof that applicants current home has been sold (if applicable).

In order to receive the assistance, eligible applicants will be required to sign a Suffolk County, or the Town of Islip, or the Town of Babylon Payment Voucher and a Note and Mortgage to secure the terms of the $12,000 grant. Please note those applicants purchasing a co-op will be required to sign a Note & Security Agreement and Suffolk County will file a UCC-1 statement in order to secure the $12,000 in grant assistance.
PROPERTY CLOSING:
Only when applicants have submitted all required documents to the Community Development Office and LIHP in addition to signing the applicable payment voucher as stated above can we begin the procedure of obtaining the EAHP Suffolk County Grant Assistance on your behalf. During this period a minimum of four (4) weeks should be allotted between the time when all the signed documents are received in the Community Development Office as well as LIHP and the date of your closing. All EAHP Grant Assistance will be provided to the applicant by Suffolk County and LIHP at closing. A representative of the Suffolk County Community Development Office and LIHP will attend the closing and provide the checks.

Please note that neither Suffolk County nor LIHP is responsible to any party for the loss of a down payment or any other damages which may arise as a result of the applicant's failure to adhere to the terms of the EAHP Guidelines and Application as stated in this document.

NOTES AND MORTGAGES:
Suffolk County, or the Town of Islip, or the Town of Babylon 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 HOME funds are for homebuyer down payments and a lien of $12,000 will be placed on the property to secure the HOME funds.

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 homeowner 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 total amount of the AHC Note and Mortgage is $40,000 for Category I households and $25,000 for Category II households. A lien will be placed on the property to secure the AHC funds. AHC funds will be allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Category I</th>
<th>Category II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homebuyer Down Payment Assistance</td>
<td>$14,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Homebuyer Rehabilitation</td>
<td>$24,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>LIHP Program Delivery Costs</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total AHC Lien</td>
<td>$40,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

**Category I, Option A**
Applicants will be required to sign a NYS Affordable Housing Corporation Note and Mortgage, a Suffolk County, or the Town of Islip or the Town of Babylon Note and Mortgage.

**Category I, Option B**
Applicants will be required to sign a Suffolk County, or the Town of Islip or the Town of Babylon Note and Mortgage.

**Category II Applicants** will be required to sign a NYS State Affordable Housing Corporation Note and Mortgage.
Fees
The following fees will be paid at closing by the applicant to LIHP:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Monitoring Fee</td>
<td>$1,000</td>
</tr>
<tr>
<td>LIHP Attorney Fee</td>
<td>$ 500</td>
</tr>
<tr>
<td>Rehab/Architect Inspection Fee</td>
<td>$ 700</td>
</tr>
</tbody>
</table>

LOCATION OF OFFICE

Suffolk County Office of Community Development

The 12 story H. Lee Dennison Building is located on the south side of Veterans Memorial Highway in Hauppauge adjacent to 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 (Veteran’s Memorial Highway.) It is east of the end of Northern State Parkway. The office is located on the 2nd floor.

Suffolk County Office of Community Development
P.O. Box 6100
Hauppauge, N.Y. 11788 (631) 853-5705

Long Island Housing Partnership

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 next traffic light and turn left onto Oser Avenue. LIHP offices are on the right at 180 Oser Avenue.

From the West you can take the Northern State Parkway to exit 46 (New Highway). Proceed straight past first stop sign and turn right onto Oser Avenue. LIHP office is approximately one mile on left at 180 Oser Avenue.

Long Island Housing Partnership
180 Oser Avenue, Suite 800
Hauppauge, New York 11788
(631) 435-4710