



CALIFORNIA HOUSING FINANCE AGENCY

**School Teacher and
Employee Assistance
Program
(School Program)**

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This handbook is valid for loans rate-locked 3/1/19 through 9/4/19

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Program Summary

The School Teacher and Employee Assistance Program (School Program) is a deferred payment, simple interest rate subordinate loan that is combined with a CalHFA first mortgage. Your low to moderate income first-time homebuyer can use this loan for downpayment and/or closing cost assistance. The School Program loan provides up to 4.0% of the sales price or appraised value of the property, whichever is less, and must be recorded in second lien position.

CalHFA allows qualified homebuyers to layer other FHA-approved or Fannie Mae Community Second subordinate loans or grants to maximize affordability (with the exception of MyHome).

Participating Lenders

This program is only available through a [CalHFA-approved lender](#).

Brokers must work through a [CalHFA-approved wholesale lender](#) to process your CalHFA loan.

Target Markets

This program is restricted to teachers, administrators, school district employees and staff members working for any California K-12 public school, which includes Charter schools and county/continuation schools. Applicants must also be first-time homebuyers.

Eligible buyers

This program is for first-time homebuyers purchasing an owner-occupied property anywhere in California.

Eligibility

Borrower Requirements

Each borrower must:

- Be a first-time homebuyer; unless the borrower has been affected by a California natural disaster as described below
 - › Borrowers affected by natural disasters in California. To be eligible for CalHFA Financing:
 - » Previous property must be located in an area declared as a Major Disaster and posted
- on the Federal Emergency Management Agency (FEMA) website
 - » Previous property must have been the borrower's primary residence
 - » Previous property must have been destroyed or declared uninhabitable with supporting documentation supplied from either (i) the insurance company or (ii) the local government jurisdiction

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Eligibility (cont.)

- » Borrowers affected by a declared Major Disaster are eligible to purchase a new home using CalHFA loan programs within three (3) years of that Major Disaster's declaration date
- Be either a citizen or other National of the United States, or a "Qualified Alien" as defined at 8 U.S.C § 1641
- Meet credit, [income](#) and loan requirements of CalHFA's first mortgage loan program, the CalHFA-approved lender and the mortgage insurer/guarantor
- One occupying borrower must be currently employed in a California K-12 public school, Charter school, county/continuation school or its school district

Homebuyer Education

Homebuyer education is required. Please refer to CalHFA first mortgage program handbooks for full details.

First-Time Homebuyer Definition

To qualify for the School Program, all borrowers including co-borrowers must reside in the home and must meet the definition of a first-time homebuyer.

For CalHFA purposes a first-time homebuyer is defined as a borrower who has not had an ownership interest in any principal residence or resided in the home owned by a spouse during the previous three years; unless the borrower has been affected by a natural disaster in California as described above.

Owner Occupancy

- All borrowers must occupy the property as their primary residence within sixty (60) days of closing
- Non-occupant co-borrowers are not allowed
- Non-occupant co-signors are not allowed

Property Requirements

Meet the requirements of the CalHFA first mortgage. Please refer to CalHFA first mortgage program handbook for full details

Income & Sales Price Limits

The following reference materials disclose income and sales price limits by county:

1. [Income Limits](#)
2. [Sales Price Limits](#)

Underwriting & Compliance

Term

The term of School Program matches the term of the CalHFA first mortgage not to exceed thirty (30) years. Payments on the subordinate loan are deferred for the life of the first loan. School Program is due and payable when certain events occur. See “Repayment of Subordinate Loan” section.

Maximum Loan Amount

- Amount not to exceed 4.0% of the sales price or appraised value, whichever is less.
- When the applicable government insurer/guarantor requires multiple appraisals, CalHFA will base the School Program loan amount on the lesser of the sales price or lowest appraised value

LTV and CLTV

Loan-to-Value (LTV) to follow the applicable insurer/guarantor investor guidelines and the applicable first mortgage underwriting guidelines

Maximum Combined Loan-to-Value (CLTV) cannot exceed 105%

Income Requirements

Lenders are required to calculate income to qualify borrower(s) for loan approval using investor guidelines. CalHFA will use the lender’s credit qualifying income to determine if the loan exceeds the maximum program income limit. Income not used by the lender for credit qualifying will not be used by CalHFA

MAXIMUM INCOME LIMITS

The income of all borrowers cannot exceed the published [CalHFA income limits](#) established for the county in which the property is located.

Underwriting

- Meet the requirements of the CalHFA first mortgage. Please refer to CalHFA first mortgage program handbook for full details
- School Program may be used for down payment and/or closing cost assistance. School Program funds may not be used to pay off borrower debt. Any excess School Program funds must be applied as a principal reduction to the first mortgage or School Program loan; cash back to the borrower from this loan is prohibited
- School Program may be combined with other down payment and/or closing cost assistance programs with the exception of MyHome Assistance Program, but must accompany a CalHFA first mortgage.

Minimum Credit Score & Qualifying Ratios

Follow the guidelines in the applicable CalHFA first mortgage program handbook for minimum credit score requirements and maximum total Debt-to-Income ratio requirements.

Fees

Lender Allowable Fees (Processing)
Maximum total processing fee of \$250

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Reservations, Delivery Timeframes & Extensions

Reservations

- Follow the applicable CalHFA first mortgage loan program handbook
- Lender must reserve School Program with first mortgage using CalHFA Mortgage Access System (MAS) prior to loan submission. Only lenders with full [MAS access](#) may lock the interest rate
 - › All School Program loans will have the same rate lock, delivery and expiration date as the CalHFA first mortgage loan
 - › Lenders will have the option to float (90 days for existing/resale properties or 120 days for new construction properties) or lock the interest rate for sixty (60) days for both existing/resale properties and new construction properties

Delivery Timeframes

- Subordinate loan files should be submitted to CalHFA concurrently when submitting loans to the master servicer.

Repayment

Repayment of the principal and interest on the subordinate loan shall be due and payable at the earliest of the following events:

- Transfer of title
- Sale of the property*
- Payoff of the first loan

- › It is suggested that files are received by the 45th day or earlier, to ensure time to clear conditions and purchase prior to rate lock expiration
- All loans must be approved, closed, delivered and purchased by CalHFA prior to the reservation expiration date

Extensions

- All loans must be approved, closed, delivered and purchased by CalHFA prior to the reservation expiration date
- Lender must request an extension via email (ratelocks@calhfa.ca.gov) from CalHFA's Secondary Marketing Unit prior to expiration of the existing rate lock
- All School Program loans will automatically be extended when the first mortgage is extended
- Please see the [Rates & Reservation](#) page for full details and FAQs

- Refinance of the first loan, unless the School Program is [subordinated](#)
- Upon the formal filing and recording of a Notice of Default (unless rescinded)

*School Program loans behind an FHA or VA first mortgage may be assumed or paid off when the first mortgage is assumed.

Loan Submission Forms

Checklist

The lender must upload to CalHFA's [MAS](#) a fully approved loan package per CalHFA's [Loan Submission Checklist](#) for program policy, compliance review and desktop underwriting validation.

Post-Closing Loan Delivery & Purchase Procedures

School Program

- All CalHFA School Program loans are to be funded, delivered and purchased by CalHFA concurrently with first mortgage
- CalHFA subordinate loan purchase packages are to be sent electronically through [MAS](#)
 - › Use the [Loan Purchase Checklist](#) to ensure you are submitting a complete and accurate package
- Loan documents are to be drawn in the Lender's name
 - › Note to be endorsed to CalHFA
 - › MERS Deed of Trust must be assigned to CalHFA
 - » Loans are to be transferred via Mortgage Electronic Registration Systems (MERS)
 - » Register via MERS:
 - Investor: 1000645
California Housing Finance Agency
 - Servicer: 1000645
California Housing Finance Agency

Subordinate Loan Submission

The following Subordinate Loan Origination form will be needed for loan submission to CalHFA:

- [CalHFA Borrower Affidavit \(for non-MRB loans\)](#)

- Loss Payee:

California Housing Finance Agency

Its successor and or assigns
Single Family Servicing – MS 980
500 Capitol Mall, Suite 400
Sacramento, CA 95814

School Program Lien Position:

- The School Program must be in second lien position

All CalHFA First loans

- Notes are to be endorsed to Lakeview Loan Servicing, LLC
- Deed of Trust to be assigned to Lakeview Loan Servicing, LLC
 - › Loans are to be registered via Mortgage Electronic Registration Systems (MERS)
- CalHFA closed loan files are to be sent electronically to the master servicer via the [Lakeview Correspondent Lending website](#) within ten (10) business days
- Logon link will be in the top right section of the website

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Post-Closing Loan Delivery & Purchase Procedures (cont.)

- Loss Payee Clause:

Lakeview Loan Servicing, LLC
c/o LoanCare, LLC
ISAOA/ATIMA
PO Box 202049
Florence, SC 29502-2049

Loan Purchase Submission Forms

Checklist

Use the [Subordinate Loan Purchase Checklist](#) to ensure you are submitting a complete and accurate package.

Subordinate Post-Closing Loan Delivery & Purchase

The following Subordinate Loan Purchase forms will also be needed for loan submission to CalHFA:

1. [Subordinate Deed of Trust](#)
2. [Subordinate Promissory Note](#)
3. [Allonge to CalHFA \(if applicable\)](#)

Questions

Questions regarding the School Teacher and Employee Assistance Program should be directed to CalHFA-[approved lenders](#) or CalHFA's Single Family Lending Division at:

California Housing Finance Agency

Single Family Lending – MS 300

P.O. Box 4034

Sacramento, CA 95812-4034

Phone: 877.9.CalHFA

Email: sflending@calhfa.ca.gov

Sale Tools And Marketing Materials

1. [Government Program Matrix](#)
2. [Conventional Program Matrix](#)
3. [Scenario Calculator](#)
4. [Loan Submission, Review and Purchase Flow Chart for Government](#)
5. [Loan Submission, Review and Purchase Flow Chart for Conventional](#)
6. [School Program Flyer](#)
7. [School Program Fillable Flyer](#)
8. [School Program 8.5x11 Poster](#)
9. [School Program 8.5x11 Fillable Poster](#)
10. [School Program 11x17 Poster](#)
11. [School Program 11x17 Fillable Poster](#)
12. [School Program 13x19 Poster](#)
13. [School Program 13x19 Fillable Poster](#)
14. [Lending Heroes Flyer](#)
15. [Lending Heroes Fillable Flyer](#)
16. [Lending Heroes Spanish Flyer](#)
17. [Lending Heroes Spanish Fillable Flyer](#)
18. [5 Easy Steps to Buying Your First Home Flyer](#)
19. [5 Easy Steps to Buying Your First Home Spanish Flyer](#)
20. [CalHFA and Listing Agents: a Great Team! Flyer](#)
21. [5 Tips for CalHFA Doc Draw and Closing Flyer](#)

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