


Texas Emergency Mortgage Assistance Program (TEMAP)


Implementation Workshop

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Housekeeping

- The webinar slides and recording will be posted online at <https://www.tdhca.state.tx.us/CDBG/TEMAP.htm>
 - Please use the Questions field (not Chat) in the right hand section of your screen to ask questions to the presenters
 - Questions will be answered during the presentation in the Questions field
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Agenda

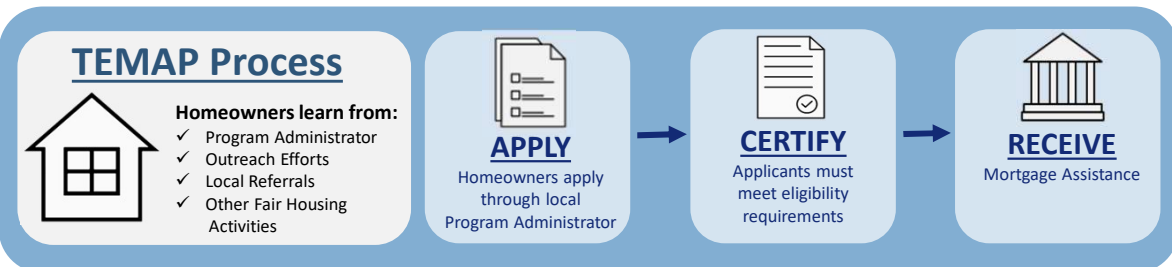
- Texas Emergency Mortgage Assistance Program (TEMAP) Overview
- Timeline & Benchmarks
- Program Guidelines
- Monthly Reporting & Draws
- Forms & Resources
- Next Steps
- Q&A Session



Texas Emergency Management Assistance Program

Program Goal
 Help stabilize Texas LMI Homeowners impacted by the Coronavirus with mortgage assistance*

Program Part	# of Organizations	Total Allocated Funding
A	0	0
B	5	\$1,800,000
C	3	\$1,200,000
TOTALS	8	\$3,000,000

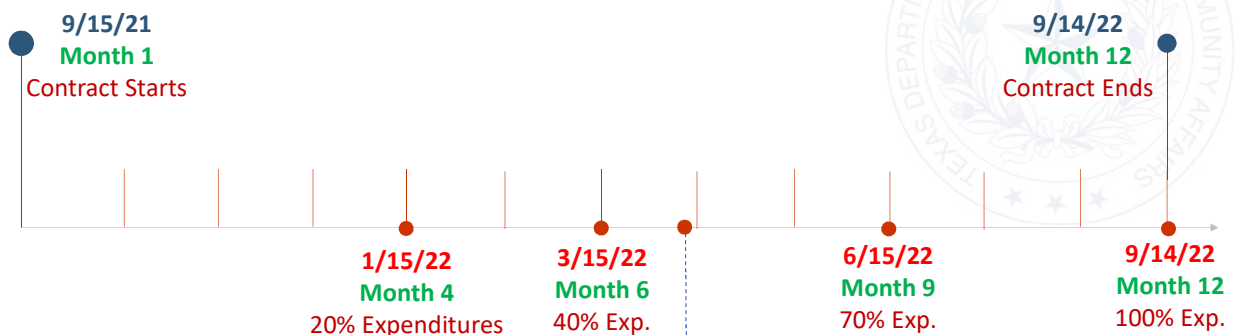


Homeowner Mortgage Payment Status

Mortgage Status	TEMAP
Past Due	<ul style="list-style-type: none"> - Up to 6 months of arrears = 1st month of assistance - 5 months of assistance remaining, must include one future payment
Current/Future Assistance	6 months of mortgage assistance



Timeline + Benchmarks



Goal: Obligate Contract Funds by 3/31/2022

Applications must be received by this deadline.

- and -

Clients have been approved for payment.



PROGRAM GUIDELINES OVERVIEW



Program Guidelines Overview

- Program Documents
- Eligibility Requirements
- Duplication of Benefits (DOB)
- Income Determination
- Mortgage Limits, Payments, and Eligible vs. Ineligible Expenses
- Lead-Based Paint Requirements
- Subawards and Subcontracts
- Administration Draw Limit
- Monthly Reporting



Program Documents

Homeowner/Applicant

Required:

- ✓ Homeowner Application*
- ✓ Homeowner Certification*
- ✓ Homeowner Assistance Letter*
- ✓ Household Income Certification*
- ✓ Evidence of Income Eligibility
- ✓ Mortgage Statement(s)
- ✓ Lead-Based Paint (LBP) Visual Assessment Form*

Optional:

Applicant Release of Information*

Mortgage Servicer

Required:

- ✓ Mortgage Certification Form*
- ✓ IRS W-9
- ✓ Direct Deposit or Other Method of Payment

**Forms will be provided by TDHCA for organizational use only.*



TEMAP Program Documents
***Refer to Attached Document**



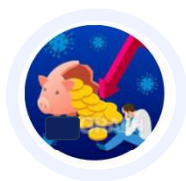
TEXAS EMERGENCY MORTGAGE ASSISTANCE PROGRAM (TEMAP) HOMEOWNER APPLICATION

A. TEMAP PROGRAM ADMINISTRATOR/SUBRECIPIENT INFORMATION	
1. Administrator Name :	
B. APPLICANT INFORMATION	
1. Applicant Name:	
2. Street Address:	
3. City/State/Zip Code:	4. County:
5. Email Address:	6. Home Phone: () -
	7. Cell Phone: () -
C. MORTGAGE INFORMATION	
1. Mortgage Lender's Name:	
Mortgage lender is an eligible lender according to the TEMAP Guidelines <input type="checkbox"/> Yes <input type="checkbox"/> No	

RECORDED WITH
SCREENCAST
MATIC



Homeowner Eligibility Requirements



COVID-19
IMPACT



INCOME
ELIGIBILITY



MORTGAGE
ELIGIBILITY



NO DUPLICATION
OF BENEFITS



Mortgage Servicer Eligibility Requirements



ELIGIBLE
LENDER STATUS



ELIGIBLE LOAN
TYPE



NO DUPLICATION
OF BENEFITS



Types of Mortgages

Mortgage Type	Allowable Costs
First Lien Mortgage	<ul style="list-style-type: none"> The first lien mortgage must not have been made with federal, state, or local government funds (e.g. HOME, NSP, CDBG, CDBG-DR, HTF etc.).
First and Second Lien Mortgages	<ul style="list-style-type: none"> If paying first and second lien mortgage, the mortgages must be part of the same months of assistance. If second lien mortgage was funded with Federal, state or local funds, Homeowner may still be eligible to receive a payment for the first lien mortgage.



Eligibility Questions

1. Is the homeowner seeking assistance for their primary residence?

— NO → Not Eligible

YES ↓

2. Is their income at or below 80% AMI?

— NO → Not Eligible

YES ↓

3. Is the loan an eligible loan and the mortgage lender eligible?

— NO → Not Eligible

YES ↓

4. Is the mortgage in first or second lien position?

— NO → Not Eligible

YES ↓

If the answer is YES to all questions, the Homeowner may be Eligible!



Duplication of Benefits (DOB)

Geographic Distribution

- Every geographic area is prohibited from being covered by more than one Subrecipient.
- No overlap in service area.

Combining CDBG + CDBG-CV Funds

- ✓ Clients who have received regular **CDBG** assistance in the past may still be eligible for TEMAP.
- ✓ For Example:
 - 3 months of regular CDBG
 - + 6 months of CDBG-CV
 -
 - Total Assistance: 9 months



DOB Analysis

Step 1: Assess Need

Determine the amount of need.

Step 2: Determine Assistance

Determine the amount of assistance that has or will be provided from all sources to pay for the cost.

Step 3: Calculate Unmet Need

Determine unmet need by subtracting the amount of assistance already provided by the maximum CDBG-CV award (unmet need).

Step 4: Document Analysis

Document calculation and maintain adequate documentation justifying determination of maximum award.

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DOB Analysis Example

SCENARIO:

A household that has suffered job loss due to the economic impact of the Coronavirus seeks mortgage assistance under a CDBG-CV Emergency Payment program for:

- 3 months of arrears payments and
- 2 months of current/future mortgage payments.

Step 1: Assess Need

Monthly Mortgage = \$1,000
(within 150% of SAMFR or FMR limits)

Potential Total Need:
 $\$1,000 \times 5 \text{ months} = \$5,000$

Step 2: Determine Assistance

The homeowner applicant reported that they received \$250/month for the past three months from a local faith based organization, but that aid is no longer available. The homeowner applicant certified that it has not applied for assistance from any other source.

Step 3: Calculate Unmet Need


Potential Total Need: \$5,000
Other Assistance Received: \$750
($\$250 \times 3 \text{ months}$)

Actual Unmet Need (Maximum Award):
 $\$5000 - \$750 = \$4,250$

Step 4: Document Analysis

Maintain documentation of calculation and justification to confirm amount of unmet need.

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Texas Emergency Mortgage Assistance Program (TEMAP) Mortgage Limit Calculator

Source & Instructions
 The tool utilizes the 2021 Fair Market Rent HUD released at <https://www.huduser.gov/portal/datasets/fmr.html>
 When a small area FMR (SAFMR) is available, the SAFMR will be used; otherwise choose the county to identify the county FMR.
 The zip code list comes from the 2020 2nd Q Zip County crosswalk HUD released at https://www.huduser.gov/portal/datasets/usps_crosswalk.html.

Enable editing in the spreadsheet, if necessary.
 Use dropdown to pick a zipcode to retrieve the Small Area Fair Market Rent (SAFMR) for the area. The SAFMRs are by bedrooms(BRs).


78572


If zip code is not listed, clear cell A5, and use dropdown below to choose the county. Press esc or cancel if you need to correct the county.

	0 BR	1 BR	2 BR	3 BR	4 BR
FMR/SAFMR	600.00	610.00	780.00	1,010.00	1,130.00
150% - Maximum Allowable TEMAP Payment	900.00	915.00	1,170.00	1,515.00	1,695.00

The FMRs for homes larger than 4 BRs are calculated by adding 15% to the 4 BR FMR for each extra bedroom. (<https://www.huduser.gov/portal/datasets/fmr/fmr2021/FY2021-ScheduleB.pdf>)


[Mortgage Limits Calculator](#)





Income Determination

Income Level and Household Size	Documentation Needed
Zero Income to 60% of AMI	Self Certification Form
61% to 80% of AMI	Income Verification
If household size is 6 or less & receiving SNAP, LIHEAP or SSI for the head or co-head of household	Enrollment documentation -or- Email from source agency
7 or more Household Members	Income Verification

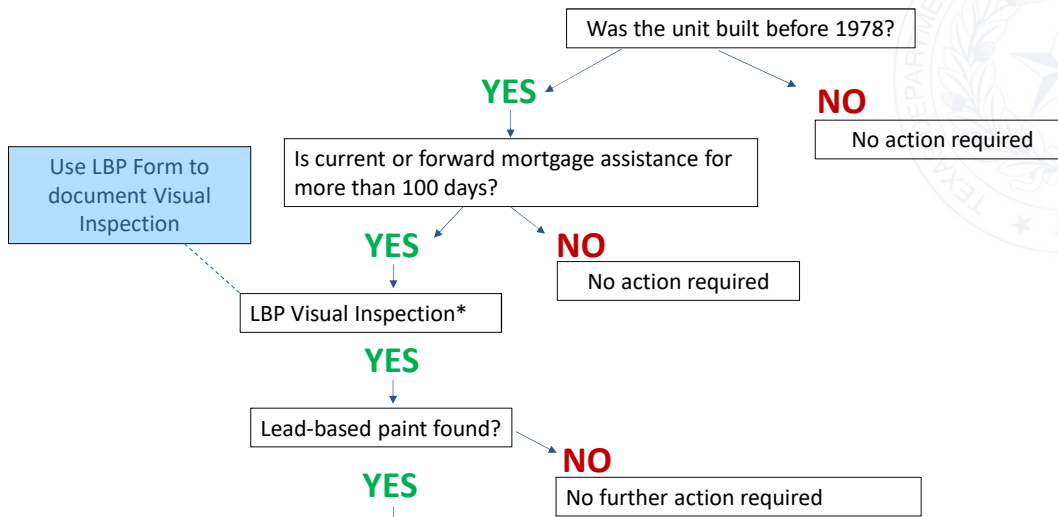


Mortgage: Eligible vs. Ineligible Costs

<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Eligible</p> <p style="font-size: 0.8em;">Payments must be made directly to an Eligible Lender.</p> <ul style="list-style-type: none"> • W-9 Required • Payments can be made through direct deposit or check 	<ul style="list-style-type: none"> • Up to 6 consecutive months with at least one future mortgage payment. • Principal • Interest • Taxes • Insurance • Late Fees - Homeowners should first negotiate with Lender for forgiveness and/or reduction • Mortgage Arrears - Up to 6 months of arrears (it will count as one month of assistance) **At least one month must cover a month of a future mortgage payment. • All escrowed first mortgage expenses including principal, interest, property taxes, and insurance (escrow must have been established with the mortgage and managed by the Lender) • FHA, VA, or USDA backed mortgages where no federal, state, or local funds were involved
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Ineligible</p>	<ul style="list-style-type: none"> • Contract for Deed • "Rent to Own" or "Lease to Own" • Homeowner Association (HOA) Fees • Special Assessments • Mortgages funded by federal, state, or local government funds (e.g. HOME, NSP, CDBG, CDBG-DR, HTF).



Lead-Based Paint Requirements



No assistance can be provided until remediated



Subawards and Subcontracts

Subawards	<ul style="list-style-type: none"> • Subrecipient can subaward program and admin funds directly to: <ul style="list-style-type: none"> ○ Unit of local government ○ Council of government ○ Public housing authority ○ Nonprofit • Subawardees may not further subaward funds • Subrecipient must ensure subawardee complies with all Contract terms • Subrecipient must follow subaward process outlined in Section 17 F of the contract <ul style="list-style-type: none"> ○ <i>If intending to subaward, please complete Subawardee Form by October 15, 2021</i>
Subcontracts	<ul style="list-style-type: none"> • For goods or services • Paid out of administrative funds • Must be procured in accordance with 2 CFR Part 200, UGMS, and 10 TAC §1.404 • Subrecipient must ensure subcontractor complies with all Contract terms • Department maintains the right to monitor subcontractors



Affirmative Marketing

Program should incorporate strategies to reach persons least likely to apply for the program:

- Persons with disabilities
- Persons with limited English proficiency
- Minorities
- Extremely low and very low income persons



Monthly Reporting and Draws

Monthly Activity Reports

Monthly Performance Report – HCS	Aggregate-Level Data
Monthly Expenditure Draws – HCS	Project and Admin
Monthly Report by Household – SmartSheet	Household-Level Data

- Due on the 15th of every month and covers the preceding month’s activities
- Online Reporting via the **Housing Contract System (HCS): [Login \(state.tx.us\)](http://state.tx.us)**

SAVE THE DATE – Upcoming Training
 Housing Contract System and TEMAP Monthly Reporting Requirements
 October 13, 2021 (Thursday)



Administration Draw Limit

After 40% of Admin funds are drawn, TDHCA will not reimburse Admin costs at a rate that exceed 20% higher than the percentage of budgeted project funds expended.

[Admin Draw Limit Calculator](#)



Subrecipient:	XYZ County	
Current Month:	October-21	
Draw amounts can be found in the TDHCA Housing Contract System (HCS)		
Source:		
HCS	Total award amount:	\$ 500,000.00
HCS	Project / Activity Funded amount:	\$ 435,000.00
HCS	Admin Funded amount:	\$ 65,000.00
	40% of Admin funds	\$ 26,000.00
*no calculation is needed prior to 40% of admin drawn		
HCS	Admin - Total Drawn-to-date	\$ 40,000.00
HCS	Project - Total Drawn-to-date	\$ 77,000.00
	Project - CURRENT month Project Draw request	\$ 10,000.00
	Total Project (Drawn-to-date plus CURRENT Draw)	\$ 87,000.00
	MAXIMUM CURRENT Admin Draw:	Zero

Subrecipient:	City of ABC	
Current Month:	October-21	
Draw amounts can be found in the TDHCA Housing Contract System (HCS)		
Source:		
HCS	Total award amount:	\$ 500,000.00
HCS	Project / Activity Funded amount:	\$ 435,000.00
HCS	Admin Funded amount:	\$ 65,000.00
	40% of Admin funds	\$ 26,000.00
*no calculation is needed prior to 40% of admin drawn		
HCS	Admin - Total Drawn-to-date	\$ 40,000.00
HCS	Project - Total Drawn-to-date	\$ 250,000.00
	Project - CURRENT month Project Draw request	\$ 10,000.00
	Total Project (Drawn-to-date plus CURRENT Draw)	\$ 260,000.00
	MAXIMUM CURRENT Admin Draw:	\$ 12,000.00



Next Steps

- Complete [Contact Information Form](#) by **9/30/21**
- Upcoming Training - HCS and TEMAP Reporting Requirements: **10/13/21**
- Sign Contract by **10/15/21**
 - If you cannot meet deadline please notify:
Erica Garza, CDBG CARES Manager
Erica.Garza@tdhca.state.tx.us
- Complete [Subawardee Form](#) by **10/15/21**
- 1st Monthly Report/Draws Due: **10/15/21**



Contact Us

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Heart of Texas Council of Governments	Tracy Andrus Foundation	Adults Youth United Development Association
Lazarus House Initiative, Inc.	Travis County	Alliance of Border Collaboratives
	Tricounty Community Corporation	Economic Opportunities Advancement Corporation



Evaluation

<https://app.smartsheet.com/b/form/bc8e9b3bdf9f4b2db63ba755fb2359fb>



Q&A Session

