

Essential Single Family Rehabilitation (ESFR) Loan Pool Portal

Invoices and Requisitions



7/23/2021

Review of Portal Basics

All ESFR Requisitions (with associated Invoice backup) are processed through the ESFR Loan Pool Portal (Portal)

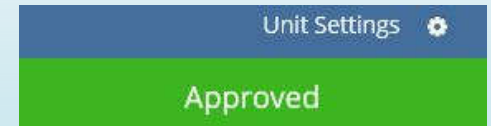
- Website: <https://www.nchfa.org/LPPortal>
- The portal is optimized for Chrome.
- Usernames and Passwords will be emailed to you some time after training. We won't know your password, but can reset it.
- Messages come to everyone with a login by default.

Who Should Be Logging In?

- Personnel will be granted portal access as either a
 - general user able to upload Invoices, designate line items and create Requisitions, or as a
 - Project Signatory with additional authorization to approve Requisitions along with general user permissions.
- If a Partner is utilizing the services of a Contractor to administer the Project, the Contractor cannot have signatory authority.

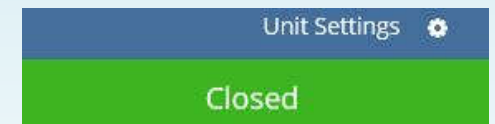
When Can I Request Funds?

Loan status “Approved”:



- Soft costs can be requisitioned once incurred; for example, a reasonable percentage of total outreach costs.
- Note: Prior to submission of the Settlement Data Sheet, soft cost fund requests in excess of the original budget must be cleared by the Case Manager.

Loan status “Closed” (i.e, the closing has been conducted, documents mailed back to NCHFA and processed):



- Both soft and hard costs can now be requisitioned

Four Step Process Overview

All ESFR Requisitions (with associated Invoice backup) are processed through the ESFR Loan Pool Portal (Portal) as follows:

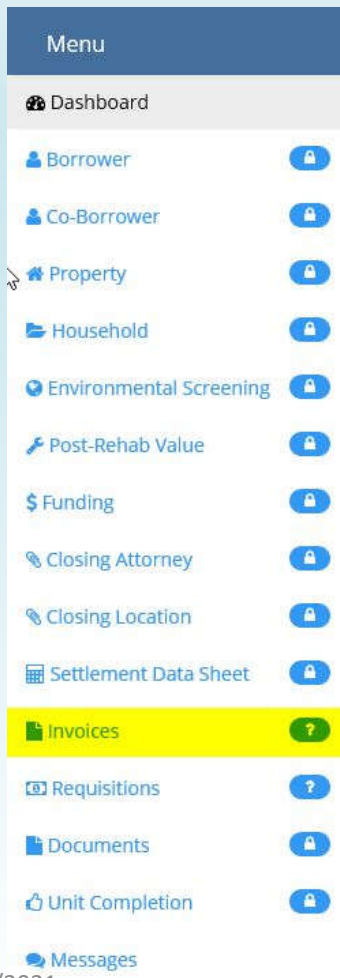
1. Invoice PDFs are uploaded and summary data entered
2. Invoice line items are designated as hard or soft costs (and if the latter, correlated to the specific soft cost budget category)
3. A Requisition is created
4. The Project Signatory reviews the requisition and submits it to NCHFA

Upon NCHFA approval, funds are disbursed via ACH

Step 1

Invoice Menu:

PDFs are uploaded and summary data entered



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What is a Valid Invoice?

Prior to upload, verify that each invoice has the following:

- A reference number or name
- A date
- The homeowner's name
- An amount
- Designation of interim or final payment status for hard cost invoices

If an invoice is for multiple units (for example, a lead inspection), make sure that the cost per unit is broken out and each unit identified

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
- 7/23/2021 Messages

Invoices

Invoices

No invoices have been created.

Click to upload
a new invoice

Create a new invoice

Vendor Name *	<input type="text" value="Bob's Lead Services"/>
Total Invoice Amount *	<input type="text" value="300"/>
Invoice Date *	<input type="text" value="02/14/2019"/>
Invoice Attachment *	<input type="text" value="U:\Scanned Documents\"/> <input type="button" value="Browse..."/>
ReferenceNumber *	<input type="text" value="B20183285"/>
Description *	<input type="text" value="Lead inspection and clearance"/>

Enter the summary data for the invoice, browse to upload the PDF and click “Save” when done.

Invoices

Invoices



	Vendor	Amount	Date	Ref#
   	Bob's Lead Services	\$300	02/14/2019	B20183285

Icons for Edit / View PDF / View Summary / Delete

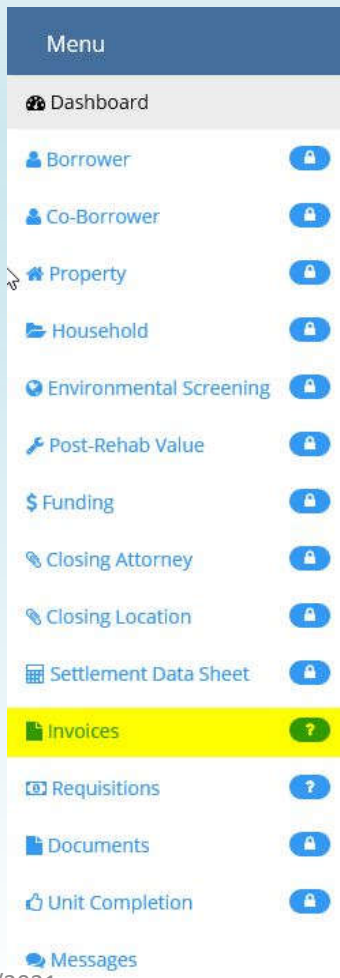
Important Tip:

Use the View PDF (green page) icon to verify that the correct invoice has been uploaded before moving on to the next step.

Step 2

Invoice Menu:

Line items are designated as hard or soft costs (and if the latter, correlated to the specific soft cost budget category)



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Invoices

Invoices

Summary Section



Vendor

Amount

Date

Ref#



Bob's Lead Services

\$300

02/14/2019

B20183285

Bob's Lead Services - 02/14/2019 - (Ref# B20183285)

Detail Section



Invoice Amount

SFRLP

Other

Total

Remaining Amount



\$300

\$0

\$0

\$0

\$300

Line items have not been defined.

Reminder that Step 2 needs to be complete

Invoices

Invoices



Vendor

Amount

Date

Ref#



Bob's Lead Services

\$300

02/14/2019

B20183285

Bob's Lead Services - 02/14/2019 - (Ref# B20183285)



Invoice Amount

SFRLP

Other

Total

Remaining Amount



\$300

\$0

\$0

\$0

\$300

Line items have not been defined.

Click on green plus icon to define line items

Edit Requisition Request Line Item

LBP Inspection/ Risk Assessment / Approved limit: \$800 / Remaining total: \$800

Vendor	Bob's Lead Services
Invoice Date	02/14/2019
Ref #	B20183285
Remaining Amount	\$300
Program Funds *	<input type="text" value="100"/>
Other Funds	<input type="text"/>
Total	<input type="text" value="\$100"/>
Hard/Soft Cost *	<input type="text" value="Soft"/> <input type="checkbox"/>
Cost Category *	<input type="text" value="LBP Inspection/ Risk Assessment"/> <input type="checkbox"/>
Description	<input type="text" value="Lead inspection"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Enter the subtotal and designate the cost category for each line item on the invoice. Click "Save" to complete.

Once you enter the cost category a budget accumulator will appear here.

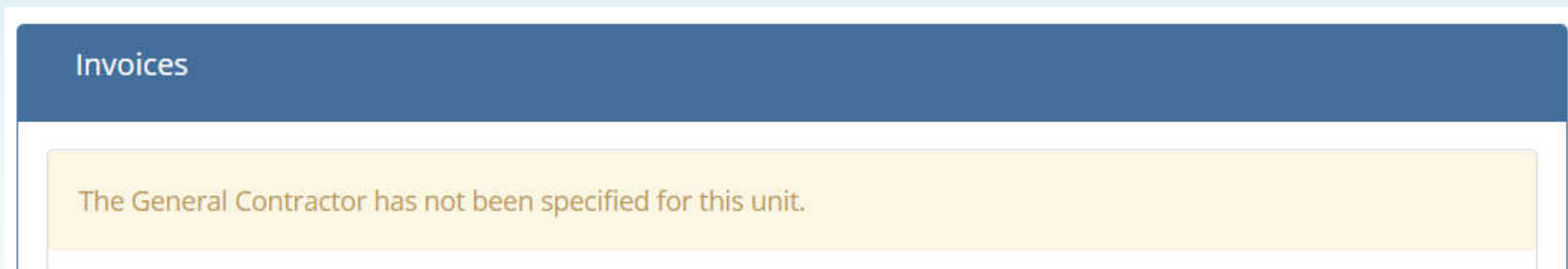
Click "Save" to complete this item

Special note: **Updated July 2021**

The General Contractor must now be added before the Unit Completion Report is submitted.

The General Contractor information will need to be entered at the first hard cost invoice/requisition for the general contractor.

You will receive the following reminder until this is complete:



Updated July 2021

Edit Requisition Request Line Item

Hard Costs / Approved limit: \$25,200 / Remaining total: \$25,199

Vendor Crawford Home Improvements
Invoice Date 07/12/2021
Ref # R712
Remaining Amount \$5,000

Program Funds *
Other Funds
Total
Hard/Soft Cost *

This invoice is for the General Contractor

Cost Category *
Description

Check the box if This invoice is for the General Contractor. If not, leave blank.

Click "Save" to complete this item

Updated July 2021

This invoice is for the General Contractor

General Contractor *

Owner of Company *

Street Address *

City *

State *

Zip *

License Number *

RRP Number

Phone Number *

Federal Tax ID or SSN # *

Lead Paint Certified? *

Minority Business Enterprise? *

Women Business Enterprise? *

Section 3? *

Race *










Cost Category *

Description

Enter the General Contractor information.

Click "Save" to complete this item

Invoices





Invoices					
	Vendor	Amount	Date	Ref#	
   	Bob's Lead Services	\$300	02/14/2019	B20183285	
Bob's Lead Services - 02/14/2019 - (Ref# B20183285)					
	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$300	\$100	\$0	\$100	\$200
	SFRLP*	Other	Total	Cost Type	Category
  	\$100	\$0	\$100	Soft	LBP Inspection/ Risk Assessment

Click on green plus icon to define additional line items on this invoice.


Summary of amount defined vs. total invoice






Invoices

Invoices +

	Vendor	Amount	Date	Ref#
   	Bob's Lead Services	\$300	02/14/2019	B20183285

Bob's Lead Services - 02/14/2019 - (Ref# B20183285) +


	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$300	\$300	\$0	\$300	\$0





	SFRLP*	Other	Total	Cost Type	Category
  	\$100	\$0	\$100	Soft	LBP Inspection/ Risk Assessment
 	\$200	\$0	\$200	Soft	LBP Clearance


Green plus icon no longer active


All line items have been defined






Invoices

Invoices 

	Vendor	Amount	Date	Ref#
   	Bob's Lead Services	\$300	02/14/2019	B20183285

Bob's Lead Services - 02/14/2019 - (Ref# B20183285) 

	Invoice Amount	SFRLP	Other	Total	Remaining Amount
	\$300	\$300	\$0	\$300	\$0

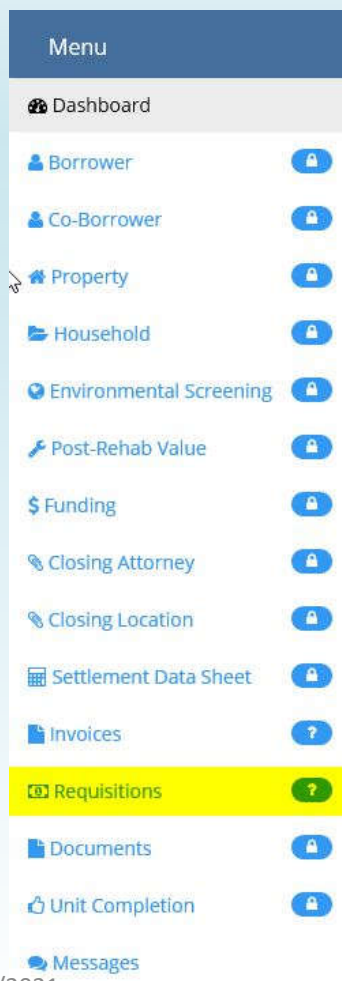
	SFRLP*	Other	Total	Cost Type	Category
  	\$100	\$0	\$100	Soft	LBP Inspection/ Risk Assessment
 	\$200	\$0	\$200	Soft	LBP Clearance

Important Tip:
 If the invoice needs to be deleted at this point, you must first delete each icon in the detail section.

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Step 3

Requisition Menu: Create the Requisition




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- Menu
- Dashboard
 - Borrower
 - Co-Borrower
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 - Funding
 - Closing Attorney
 - Closing Location
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 - Invoices
 - Requisitions**
 - Documents
 - Unit Completion
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 - Messages

Requisitions

Requisition Requests

No Requisition Requests have been created.



Click to create a requisition

Create Requisition Request

Select the requisition items to include in your request.

	Vendor	Ref #	Cost	Type	Costs	
					SFRLP	Other
<input type="checkbox"/>	Bob's Lead Services	B20183285	LBP Inspection/ Risk Assessment	Soft	100	--
			— Lead inspection			
<input type="checkbox"/>	Bob's Lead Services	B20183285	LBP Clearance	Soft	200	--

Summary

Cost Type	Budget	Previously Requested	This Request	Total to Date	Remaining
Soft	9,725	0	0	0	9,725
Hard	0	0	0	0	0
	9,725	0	0	0	9,725

No items have been selected

Hard costs cannot be requisitioned until the loan has closed

Final Requisition Request

Final Requisition Request

Send to Review

Click the items to be included on the requisition, or click on the top box to include all. Multiple invoices can be bundled into a single requisition.



Cost accumulators to date

Click only if this is the final requisition for this unit

Click "Send to Review"

Requisitions

Requisition Requests +

	Total	Created	Submitted	Approved
 	\$300	02/14/2019		

Requisition review Mark Unread

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

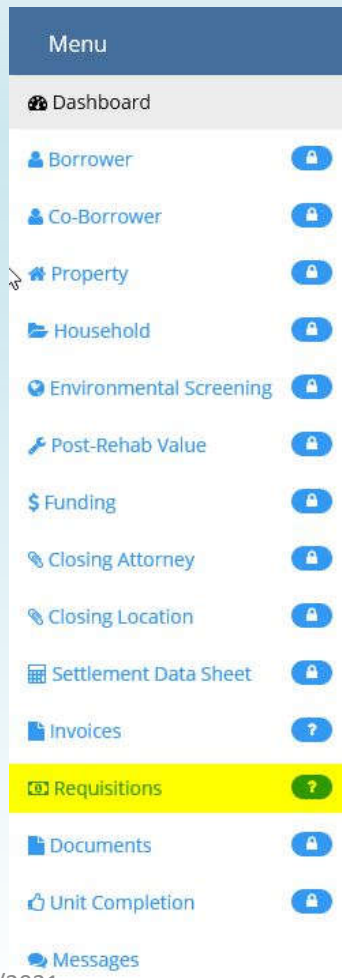
Message *

The Requisition has been created and a portal message sent out to remind the Project Signatory to review it. At this point the invoices, line items and requisition cannot be edited.

Step 4

Requisition Menu:



The Project Signatory reviews the requisition and submits it to NCHFA



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Requisitions

Requisition Requests +

	Total	Created	Submitted	Approved
 	\$300	02/14/2019		

Click on the blue pencil icon to review Requisitions.

Submit Requisition Request

Created 02/14/2019 by Robbie Stevens
Submitted Not submitted

Vendor	Ref #	Cost	Type	Costs	
				SFRLP	Other
Bob's Lead Services	B20183285	LBP Inspection/ Risk Assessment — Lead Inspection	Soft	100	--
Bob's Lead Services	B20183285	LBP Clearance	Soft	200	--

Summary

Cost Type	Budget	Previously Requested	This Request	Total to Date	Remaining
Soft	9,725	0	300	300	9,425
Hard	0	0	0	0	0
	9,725	0	300	300	9,425

Certification and Terms

I certify that the data presented in this requisition is correct, that this requisition is in accordance with the terms and conditions of the SFRLP Program Funding Agreement and that the amount requested is not in excess of current needs. I understand that if funds are not disbursed according to federal regulations, funds will immediately be returned to NCHFA (subject to interest). I understand and will comply with regulations requiring a Unit Completion Report (UCR) to be submitted to NCHFA within 60 days of the date of the final disbursement check for hard and soft costs from NCHFA for each unit assisted.

In addition, I certify that I, Robbie Stevens, have been authorized to submit requisitions for this unit.

The above is true and correct *

Reject



Reason *

View invoices

Review summary of expenditures to date vs. budget

Certify accuracy and submit to NCHFA or reject.

Requisitions



Requisition Requests				
	Total	Created	Submitted	Approved
 	\$300	02/14/2019	02/14/2019	

The Requisition has been sent to your NCHFA Case Manager for review.

What Happens Next?

- Your Case Manager will review the Requisition and associated Invoices and advise of any issues
 - If they return the Requisition, your invoices and line items will still be available in the portal for you to edit.
 - If they approve the Requisition, the date of approval will appear in the portal. The Requisition will be sent on to NCHFA servicing for disbursement to your ACH account.

Requisitions

Requisition Requests		Total	Created	Submitted	Approved
 		\$300	02/14/2019	02/14/2019	02/14/2019

Congratulations!
The Requisition has
been approved.

Four Step Process – A Final Note

It is important to note that an error in any step requires first deleting any subsequent steps. For example:

- If the wrong Invoice PDF is uploaded and line items are then defined, each line item needs to be deleted before the incorrect Invoice can be deleted.
- If the line items are defined incorrectly and the Invoice is then linked to a Requisition, the Requisition will have to be rejected by your Program Signatory (prior to submission) or your Case Manager (subsequent to submission) before the line items can be edited.

Check each step before you move on to the next one!

Portal Problems?

If you have any problems with portal operations or any stage of the Four Step Process, please contact:

Stacy Lewis

selewis@nchfa.com

919-877-5707

Mark Lindquist

mwlindquist@nchfa.com

919-501-4263



Wrap up

Questions?

7/23/2021

Thank you

