

“Employer Needs Assessment”

Primary Objectives for Implementing an EAH Plan:

- ☐ Reduce training and hiring costs
- ☐ Employee retention tool
- ☐ Employee recruitment tool
- ☐ Community investment tool
- ☐ Company recognition
- ☐ Other: _____

Targeted Employees:

- ☐ All
- ☐ Executive
- ☐ Middle Management
- ☐ Non-management
- ☐ Professional
- ☐ Entry level
- ☐ Minimum wage
- ☐ Skilled
- ☐ Other: _____

Employee Eligibility Criteria:

- ☐ Employment tenure
- ☐ Good standing
- ☐ One-time benefit
- ☐ Primary loan requirement
- ☐ First-time buyer
- ☐ Per employee / per home purchase
- ☐ Income limits \leq 100% Area Median Income (AMI) _____ or \leq 80% AMI _____
- ☐ Minimum performance evaluation rating
- ☐ Full-time
- ☐ Part-time
- ☐ Other: _____

Available Financial Resources:

- ☐ Unlimited
- ☐ Annual limitations \$ _____
- ☐ Plan limitations \$ _____

Benefit Type:

- ☐ Home-buyer Education
- ☐ Grant
- ☐ Forgivable Loan
- ☐ Deferred Loan
- ☐ Repayable Loan
- ☐ Matched Savings
- ☐ In-Kind
- ☐ Shared Appreciation
- ☐ Other: _____

Use of Funds:

- ☐ Down payment
- ☐ Closing costs
- ☐ Prepaid escrow expenses
- ☐ Interest rate buydown
- ☐ Other: _____

Borrower's Minimum Contribution:

- ☐ Minimum dollar investment \$ _____
- ☐ Minimum percentage _____% of sales price or area median sales price

EAH Loan Benefit Terms:

- ☐ Secured
- ☐ Unsecured
- ☐ Maximum loan amount \$ _____ or
- ☐ Maximum percentage _____% of sales price or area median sales price
- ☐ Maximum combined loan-to-value (CLTV) _____%
- ☐ EAH Interest Rate _____%
- ☐ Loan Term _____ years, _____ months
- ☐ How will EAH interest rate be determined: _____
- ☐ A third-trust deed acceptable behind secured EAH second
- ☐ Can be assumed by a qualified borrower

Loan Payments:

- ☐ None (silent second)
- ☐ Interest for _____ (period) commencing: _____
- ☐ Principal and interest (fully amortizing)
- ☐ Interest only
- ☐ Deferred until: _____
- ☐ Forgiven each _____ month; _____ year; anniversary of loan _____; other _____

For Loans with Repayments:

- ☐ Late charge to be assessed when payments are _____ days late
- ☐ Late charge to be \$ _____ or what percentage of payment _____ %
- ☐ Automatic checking account draft provision
- ☐ Payroll deduction required
- ☐ Company to make payments to: _____
- ☐ Loan Servicer's Address: _____

If Hardship Occurs:

- ☐ Reconvey and change to a payable note
- ☐ Transfer to a lending institution
- ☐ Forgive full amount due
- ☐ Value decrease in market where the new sales price cannot pay off mortgage and costs of sale, any remedy? _____
- ☐ Other: _____

Acceleration:

- ☐ Due on sale
- ☐ Due on transfer of title
- ☐ Due upon refinance
- ☐ Termination of employment
- ☐ Due when property is no longer owner-occupied
- ☐ Other: _____

Prepayment Allowed:

- ☐ No
- ☐ Yes
- ☐ Full prepayment / terms: _____
- ☐ Partial prepayment / terms: _____
- ☐ Under certain circumstances (list): _____

Shared Appreciation:

- ☐ Calculated on which index: _____
- ☐ Share equity based on initial contribution (Example): _____
- ☐ Who will be responsible for the equity calculation: _____
- ☐ Credit to be given to homeowner for capital investments to property
- ☐ If credit to be given, dollar for dollar spent or other: _____
- ☐ Appraiser to value improvements
- ☐ Other means to determine credit to be given to homeowner: _____
- ☐ Evidence required for improvements made: _____
- ☐ Equity share provisions apply for the life of the loan OR for _____ years
- ☐ Other equity shared provisions: _____

Home Buyer Information:

- ☐ Pre-purchase education required
- ☐ Company to offer lunch-n-learn classes
- ☐ Who will provide? _____

Occupancy:

- ☐ Owner-occupied, primary residence
- ☐ Second home
- ☐ Investment property
- ☐ Non-occupant co-borrowers allowed

Property Eligibility Criteria:

- ☐ Geographic limitations
- ☐ Single-family residence dwelling only
- ☐ 2-4 units
- ☐ Condos / Co-ops
- ☐ Townhouse / Rowhouse
- ☐ Manufactured housing
- ☐ Maximum sales price \$ _____

Location of Property:

- ☐ Cities: _____
- ☐ Counties: _____
- ☐ Economically Distressed (defined) areas: _____
- ☐ Within a certain radius of employer: _____
- ☐ Census Tract(s): _____
- ☐ Neighborhood boundary: _____

Program Administration:

- ☐ Program Administrator: In-House: _____ Contact: _____
- ☐ Program Admin: Out-Sourced: _____ Contact: _____
- ☐ Designated Lenders
- ☐ Application / Funding Process
- ☐ Gross Up – How Much _____ %

Anticipated Roll-Out Date:

- ☐ One Month _____
- ☐ Next Quarter _____
- ☐ End of Year _____
- ☐ Next Benefit Cycle _____
- ☐ Other: _____