



Henrico County

Employee Home Purchase Assistance

Initial Application Process Outline and

Helpful Tips

Step 1 - Complete the EHPAP Pre-screening Questionnaire

Please note that the questionnaire is a tool to help County Employees determine if they are potentially eligible for the program. This document does not need to be submitted to Henrico County nor the program administrator with your application.

Step 2 - Review the EHPAP Frequently Asked Questions Document

The EHPAP FAQ document can be found on the following webpages:

<https://employees.henrico.us/info/ehpap/> (Henrico General Government)

<https://www.henricoschools.us/page/home-assistance-program> (Henrico County Public Schools)

Step 3 - Complete your initial eligibility verification request in Oracle (Assumes that you can purchase a home in the next 30-60 days)

Please review the Oracle Guide for instructions related to submitting your request for initial employment eligibility. The Oracle Guide can be found on the EHPAP webpage referenced above. Please do not submit this request if you are not ready to buy a home at this time.

Step 4 - Check your work email for confirmation from Human Resources that you meet the initial employment requirements necessary to apply for the EHPAP

If you feel that your initial employment eligibility determination is not correct, please contact your Human Resources Department. If you meet the employment requirements for EHPAP, you will receive an email outlining the next step. Please check your Henrico County or HCPS email account.

Step 5 - Please submit your initial EHPAP application to the third-party program administrator via the link provided in the email from Human Resources confirming your initial eligibility

Please be sure to upload the initial employment verification email provided by Human Resources. The program administrator will not process your initial program application without this letter/email.

Please note that there is a two-step application process that you must complete with the program administrator after you submit your initial employment verification request in Oracle. If you are applying with a co-applicant, they must also complete an application and upload a copy of your initial employment verification letter.

After you have submitted the initial application to the program administrator, they will reach out to you to share information related to next steps.

Please be patient and allow time for the program administrator to contact you. This could take a couple of weeks depending upon the time of year and the volume of applications received.

Helpful Tips

Assuming that my application is accepted, what do I need to do next?

You must attend the program administrator's homeownership education class and meet individually their Housing Specialist for an intake session and attend additional counseling sessions, as needed.

If I am approved for financial assistance, where can I purchase a home?

EHPAP requires that you purchase a home in Henrico County, VA.

How long does the process take to get the funds needed to purchase a home?

It takes at least 45 days after you meet with the program administrator's Housing Counseling staff to purchase a home. Please do not put a contract on a home prior to being instructed to do so by the third-party program administrator. Doing so could impact your ability to receive assistance via EHPAP.

I have already purchased a home; can the program reimburse me or provide the financial assistance retroactively?

No. If you have purchased a home previously or you close prior to being awarded funding and cleared to close by the program administrator, you will not be eligible to receive financial assistance through EHPAP.