

State of Utah Law Enforcement and Correctional Officer Assistance Program Matrix

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In the Fiscal Year 2023, the Utah State Legislature appropriated \$5,000,000 to the Olene Walker Housing Loan Fund to recruit and retain Utah Law Enforcement and Correctional Officers, as defined in Utah Code Sections [53-13-103](#) and [53-13-104](#). In the 2024 General Session, the Utah Legislature appropriated an additional \$3,000,000 to the OWHLF for the same purpose.

Utah Housing Corporation will administer the Law Enforcement Assistance Program for the State of Utah to eligible Officers on a first-come, first-serve basis.

The following matrix explains the process of reserving and obtaining program funds for eligible officers.

For questions:

E-mail: grantprograms@uthc.org

Call: 801-902-8200 (ask for Mortgage Banking Assistance Programs)

The matrix is organized by general category:

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Matrix and Instructions for Reserving and Funding Officer Assistance Program

- Utah Housing’s role is to administer, fund, and verify employment and eligibility for the program.
- The approved lender for the Officer will request a reservation of the funds from Utah Housing.
 - After verifying eligibility, Utah Housing will reserve the funds for the Officer and wire them directly to the title company.
 - Utah Housing will work with the Officer and his/her employer to verify employment history throughout the terms of the program to verify forgiveness eligibility.
 - The recording referred to in this document is defined as the recording date of the Law Enforcement Repayment and Recapture Rider

Purpose	<ul style="list-style-type: none"> • Retain and recruit law enforcement and corrections officers to work in these fields for at least five years. • Provide interest-free, forgivable (refer to Program Assistance Forgiveness/ Repayment in this document) down payment and closing cost assistance to individuals working or will start full-time within 60 days of closing as a Law Enforcement or Correctional Officer. An Officer in training may be eligible for the program. A signed law enforcement full-time employment contract or in training with a start date within 60 days of issuance of the Law Enforcement Assistance Program Reservation.
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Law Enforcement and Correctional Officer Definition

Eligible Classification	<p>Individuals Eligible for Officer Assistance Program: Full-Time Utah Law Enforcement Officer and State of Utah Correctional Officer as defined in the following Utah Code sections:</p> <p>53-13-103 Law Enforcement Officer 53-13-104 Correctional Officer</p>
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Contact Information

Officer Contact	<p>The Officer will contact an approved Utah Housing Participating Lender. The approved lender will pre-qualify the Officer for a mortgage and the Law Enforcement Assistance Program.</p> <p>The lender will request program funds from Utah Housing on behalf of the Officer after determining eligibility.</p>
Lender Contact	<p>The approved lender contact is Utah Housing. E-mail grantprograms@uthc.org with any questions or requests. Reservation and funding information per the Utah Housing Assistance Program Reservation Checklist (UHC Form 504) must be sent to this e-mail address.</p>
Title Company Contact	<p>The Escrow Officer may contact the lender or Utah Housing.</p> <ul style="list-style-type: none"> • The Title Company can obtain the Utah Housing Assistance Program Wire Fund Request (UHC Form 508) on the Lender Webpage. • Title must securely e-mail required documents to grantprograms@uthc.org at least 3 days before closing. In no instance can Utah Housing fund the program the same day the funding/wire request is received. • Utah Housing will contact the Title Company after receiving a request to coordinate the transfer of funds and provide the Recapture Rider. Must be signed by the Officer and recorded with the First Mortgage Deed of Trust.

Utah Housing	Utah Housing will approve the documentation provided to determine the eligibility of the Officer, issue a program reservation, and wire program funds to the Title Company.
Eligible Lenders and Loan Programs	
<p>The First Mortgage loan must be an approved Utah Housing Loan program, processed, underwritten, and closed by a Utah Housing Approved Participating Lender.</p> <p>Utah Housing's Down Payment and Closing Costs Assistance Second Mortgage may be completed concurrently with the First Mortgage and Law Enforcement Assistance Program.</p>	
Utah Housing Servicing	<p>The loan must be serviced by Utah Housing for contractual agreements and verified as partial or 100% forgiveness throughout the required employment period and payoff.</p> <ul style="list-style-type: none"> Utah Housing services the program throughout the 60-month program forgiveness period.
Assistance Program Terms	
Terms	<ul style="list-style-type: none"> The Officer must be a first-time homebuyer in Utah (refer to First-time Homebuyer in this document). The eligible Officer can receive program funds not to exceed \$25,000 to purchase their first home in Utah. The funds may be used for the down payment, interest rate reduction, and closing costs; they may not be used to pay off or reduce debt. There is no interest or monthly payment required on the program. The program is forgivable (on a pro-rata share) over 60 months (refer to Assistance Program Forgiveness in this document). The Officer must occupy the residence as their primary residence within 30 days of recording. The First Mortgage must meet Utah Housing and agency (FHA, VA, or Freddie Mac) guidelines, including combined-loan-to-value.
First Time Homebuyer	<p>The Officer must be a first-time homebuyer defined as:</p> <ol style="list-style-type: none"> Not having had an ownership interest in a primary residence in the past 3 years. A single parent who has at least one dependent child, regardless of previous homeownership interest. Loss of spouse and party no longer occupies nor has an ownership interest in a previously owned home. <p>Officers relocating from outside the state of Utah who do not own a home in Utah and the primary residence purchase is completed within six months of the Officer's employment start date in Utah or up to 12 months if the home is under construction, are not required to be a first-time homebuyer.</p>
Assistance Program Forgiveness, Repayment	<p>A letter of Officer Law Enforcement program participation from Utah Housing will be sent to the Officer's employer and could be included in the Officer's personnel file. This is necessary for verifying employment history and the amount of forgiveness on the lien.</p> <ul style="list-style-type: none"> The program funds are forgiven if the Officer retains the position of Law Enforcement or Correction Officer as defined in Utah Code 53-13-103 and 104 for a minimum of 60 months after recording. 20% of the program will be forgiven (on a pro-rate share) each 12 months the Officer is employed in Utah as a Law Enforcement or Correctional Officer following recording. An Officer who is not employed as a Law Enforcement or Correctional Officer for at least 60 months after recording may be required to repay all or a portion of the program.
Program Per Household	Only one Officer Assistance Program is permitted per household and property per lifetime.

Officer Eligibility	
Officer Eligibility Verification	The Officer must obtain verification of employment for the program from the employer by having the employer complete the Utah Housing Program Assistance Request for Verification of Employment (UHC Form 503) and send the completed form to their lender. The lender will submit the verification to Utah Housing when requesting the reservation of program funds.
Occupancy/ Rental	<p>Occupancy:</p> <ul style="list-style-type: none"> The Officer must occupy the residence as their primary residence within 60 days of closing and continue to occupy the residence throughout the term of the Law Enforcement Assistance Program. Consideration may be permitted for extenuating circumstances, such as Officer job relocation, critical or terminal health conditions, divorce, or a joint tenant-owner relationship being terminated. Extenuating circumstances may be considered and reviewed by Utah Housing and the Officer's employer upon request from the Officer. <p>Rental:</p> <ul style="list-style-type: none"> The Law Enforcement Assistance Program permits the Officer to rent a portion of the home, such as a mother-in-law apartment or an Accessory Dwelling Unit, if the Officer continues to occupy the residence as their Primary Residence and the rented portion meets all state, local, and Utah Housing loan program requirements. A One-to-unit dwelling is permitted. At least one of the units must be occupied by the Officer as their Primary Residence throughout the term of the Law Enforcement Assistance Program. <p>Rent-back credit is permitted as long as it does not exceed 30 days.</p>
Eligible Residence	<p>The property and residence must be located in Utah and purchased by a qualified Officer. An eligible residence means a:</p> <ul style="list-style-type: none"> Single-family residence; A modular or manufactured residence affixed to a permanent foundation; A condominium, PUD, townhome, or twin home; A One-Two unit residence compliant with local zoning and mortgage requirements; at least one of the units must be occupied by the Officer as their Primary Residence; and Residence that is taxed as real property. <p>The Officer may not own any other home but may own land without a home built on it.</p>
Taxable	<p>Law Enforcement Assistance Program may be considered taxable, and a 1099 will be sent to the Officer each year at a dollar amount equal to that calendar year's forgivable program amount until the lien is paid or forgiven.</p> <p>Utah Housing will send to the Officer's employer an employment verification each year to verify the Officer is still employed as a Law Enforcement or Correctional Officer.</p> <p>Utah Housing does not provide tax advice; the program recipient should contact a Tax Consultant for all tax information.</p>
Requesting Officer Assistance Program Funds Reservation	
Program Availability	<ul style="list-style-type: none"> Assistance Program Reservation Requests and required documentation can be submitted to Utah Housing on or after July 1, 2022 The program will be distributed on a first come, first-served basis until all funds have been dispersed. Utah Housing will post on its webpage each day the total of the remaining funds.

	<ul style="list-style-type: none"> • Program funds must be wired to the Title Company for the purchase and closing of their First Mortgage; funds cannot be sent directly to the Officer or anyone else on their behalf. • Reservation of the Law Enforcement Assistance Program must be requested for the Officer before closing by a Utah Housing Approved Participating Lender.
Reservation Checklist	<p>Refer to the Law Enforcement Reservation Checklist (UHC Form 504). All documents outlined on the checklist must be received at least five business days before closing. Failure to provide the required documents will result in disqualification from the Officer Assistance Program.</p> <p>The borrower does not have to have a signed purchase contract or an appraisal to request a Law Enforcement Assistance Program Reservation Commitment. The commitment is good for 120 calendar days; the loan must close before then, or an extension may be requested and approved.</p>
Obtaining a Utah Housing Loan Number.	<p>Before requesting the program reservation, the Lender must obtain a Utah Housing loan number by entering minimal data in Utah Housing's PowerLender System, Program Request, similar to how lenders Lock-A-Rate now.</p> <ul style="list-style-type: none"> • The Utah Housing Assistance Program loan number will be the same amount when locking an interest rate for the Utah Housing First and Second Mortgage. The lender uploads required documents into the Utah Housing Doc Delivery system or securely emails required documents to grantprograms@uthc.org.
Utah Housing Down Payment Assistance Second Mortgage	
Interest Rate	<p>Rates are posted on the Utah Housing Website.</p> <p>Officers who do not close with a Utah Housing Second Mortgage will receive an interest rate reduction of up to .5% of Utah Housing's First Mortgage posted interest rates. Rates are subject to change at any time.</p>
Utah Housing Second	<p>The Interest Rate for the Utah Housing Second Mortgage when closed concurrently with the Law Enforcement Assistance Program will be as low as 4%, based on current market conditions, for all Utah Housing Loan programs with the program.</p>
Lender Officer Assistance Program Closing Forms	
Funds to Close/ Cash Back	<p>The Officer cannot receive any cash back at closing.</p> <ul style="list-style-type: none"> • After applying the loan proceeds, if the Closing Disclosure reflects cash-back exceeding the Earnest Money, deposit, or funds paid outside of closing, the excess funds can be applied as a principal reduction on the Closing Disclosure (CD) to reduce the principal of the Utah Housing First or Second Mortgage. Follow agency requirements (FHA, VA, and Freddie Mac) regarding how to apply cashback. • No portion of the loan may be disbursed to a creditor, the borrower, or any person on behalf of the borrower
Fees and Recording	<p>Neither the lender nor the Title Company can charge fees for processing, recording, or closing a Law Enforcement Assistance Program.</p>
Program Funds Provided by	<p>Appropriated by a state government agency, the Utah State Legislature.</p>
Title Company Requesting Funds	
Requesting Funds	<p>The Title Company (Escrow Officer) must request the funds from Utah Housing at least three business days before funding the loan. Documents and Escrow Officer certification can be obtained on the Utah Housing Program Assistance Webpage.</p>

	<p>The lender must communicate with the escrow officer the documents the title company needs to complete and send to Utah Housing no later than three business days before funds are needed.</p> <ul style="list-style-type: none"> a) Escrow Officer prepares a W-9, completes and signs Assistance Program Wire Fund Request (UHC Form 508), attaches wire instructions, and securely emails to grantprograms@uthc.org. b) The total amount of the Law Enforcement Assistance Program must be disclosed on the First Mortgage CD. If the program is not disclosed on the CD the CD would need to be amended, compliant with federal guidelines, and resigned by the Officer, or the program funds would need to be returned to Utah Housing. <p>Utah Housing cannot fund the program on the same day. The escrow bank requires 2-3 business days to wire funds.</p> <p>To be eligible to participate in the Officer Assistance Program, the Title Company must be able to provide a W-9 for each Officer.</p>
Post-Closing	
Termination to Participate in the Officer Assistance Program	<p>A Title Company or Lender not accurately disclosing the program funds on the Closing Disclosure or providing a copy of the recorded First Mortgage Deed of Trust with the Law Enforcement Recapture Disclosure attached within three days of recording could be suspended from authorization to participate in the program</p>