



**Frequently Asked Questions  
Faculty Housing Assistance Program (FHAP)  
Effective on June 1, 2016**

**1. I heard about the Faculty Housing Assistance Program, what is it?**

It is a program intended to assist eligible tenured and tenure-track Chapman University faculty with the first purchase of a home within the Chapman University vicinity based on the criteria outlined in the program.

**2. Where can I find details and/or application for the program?**

Details on the program and the application can be found via this link:  
[www.chapman.edu/faculty-staff/human-resources/FHAP/index.aspx](http://www.chapman.edu/faculty-staff/human-resources/FHAP/index.aspx).

**3. How is Chapman University vicinity defined?**

The Chapman University vicinity is the distance between the eligible faculty member's primary residence and the primary work location, up to a maximum of 50 miles. To ensure consistent application, "One University Drive, Orange, CA 92866" is used for the Orange Campus as the primary work location; and "9401 Jeronimo Road, Irvine, CA 92618" is used for the Rinker Campus as the primary work location.

**4. I use Google Maps® to determine the distance and the outcomes varied based on the routes. Which one will you use for determination of the distance?**

It will be based on the radius between the two locations on the map, rather than based on a vehicle's travel routes and distance.

**5. I am purchasing a five bedroom house rather than a condo. Will I qualify for a higher subsidy?**

The amount of the supplement is based on a percentage of the median price of a condominium in Orange County to be set at the beginning of each fiscal year. The only factor that will differentiate the amount of supplement is the distance between the purchased primary residence to the primary work location. A 10% supplement (of the median price mentioned above) will be paid for a home purchased within a 20-mile radius of the eligible faculty member's primary work location. A 5% supplement (of the median price mentioned above) will be paid for a home purchased within a 21- to 50-mile radius of the eligible faculty member's primary work location.

**6. How is the median price of a condominium in Orange County determined?**

In early June of each year, the Office of Human Resources will receive a fair market report of the median sales price for a condominium in Orange County in the last 12 months. The median sales price will be used to determine the amount of supplement to be paid for that fiscal year.

**7. When should I submit an application?**

An application can be submitted for consideration within six months of the close of escrow if an eligible faculty member has not previously received housing assistance from the University.

**8. I teach classes at both the Orange and Rinker campus. What is considered my primary work location?**

In this case, your primary work location is based on your main department affiliation and its location.

**9. Where should I submit a completed application and what is the review process?**

A completed, signed application can be submitted via email or mail to the Office of Faculty Affairs. The application will be reviewed for eligibility based on tenure status. Once it is approved by the Provost, the paperwork will be forwarded to the Office of Human Resources for document substantiation.

**10. What document(s) do I need to provide to substantiate my purchase?**

Supporting documents may include original purchase grant deed, final buyer/seller settlement statement and/or final escrow statement. Supporting documents to substantiate the home purchase may be attached to the application or they can be forwarded to the Office of Human Resources.

**11. How will I know if my application has been approved?**

A Human Resources Representative will email the eligible faculty member when an application is approved and provide information regarding the timing of the first payment. All payments will be made through the faculty member's regular payroll check, and all federal, state, and local tax regulations are applicable. Depending on the timing of the application approval, it may be possible for the first payment to appear on the following payday.

**12. In the past, the monthly payment installment is the only available option. Has it changed with the revised policy?**

Yes, the revised policy allows for three payment options. They are: (a) Monthly installments over a 60-month period; (b) Equal monthly installments over 24 months; and (c) As a lump sum.

**13. I purchased a home when I was a non-tenure track faculty at Chapman. My tenure status is now changed to tenure-track. Am I eligible to participate in the program?**

Faculty must have tenure or tenure-track status at the time of purchase. The program is not retroactive and the application must be submitted within six (6) months of the close of escrow or purchase.

**14. My spouse and I were recently hired as tenure-track faculty at Chapman. Can we both submit an application?**

Only one supplement will be approved per family in the case whose spouse is also an eligible faculty member.

**15. My family has decided to move to a different house. Will the monthly payments continue?**

An annual proof of continuing residency that matches the address on the application is a requirement for those who are receiving the monthly payments through the program. Benefits are not transferable to a home purchase subsequent to the faculty's first residence within the Chapman University vicinity.

**16. I have purchased a second house within the Chapman University vicinity and have not previously participated in the program. Will I be considered for the program?**

The intent of the program is to provide assistance in purchasing the first home that is located within the Chapman University vicinity. Subsequent purchases will not be considered.

**17. I submitted an application two years ago and was approved for a \$27,000 mortgage supplement, paid over a 60-month period. The revised policy provides a more generous amount. What do I need to do to be eligible for the revised policy amount?**

The program is not retroactive. Therefore, those who applied and are receiving the supplement under a prior version of the policy will not be eligible for the supplements determined under the revised policy.