



# DPP Online: Guide for Members 2017

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## INITIATE AND COMPLETE A RESERVATION

After successfully logging into eBanking, there will be a DPP Online Link . Once you click the link it will take you to the dashboard. Click in the **select round to display** and make sure the correct round that you want to reserve a grant for is populated.

### Dashboard

Click **Initiate** on the top left hand corner, then click **Reservation** after it pops up. Make sure the correct round is displayed.

The screenshot shows the 'Dashboard' page with the 'Initiate' button highlighted. Below the navigation bar, there are filters for 'Select Round to Display' and 'DPP Template'. A summary table shows various reservation metrics, and a main table lists individual reservations with columns for Reservation Number, Disbursement Number, Beneficiary Last Name, Beneficiary First, Middle Name, Member Contact, Date Reservation Submitted, Current Status, Subsidy Reserved, Grant Expiration, Withdrawal Requested, Subsidy Disbursed, and Proposed Settlement Date.

Reservation Number	Disbursement Number	Beneficiary Last Name	Beneficiary First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date
84	N/A	Duck	Donald	Laurie Perez	Jan 07, 2016 02:51:25	Reservation Request Submitted	\$ 5,000.00	Jan 22, 2016 12:00:00	N	\$ 0.00	Jan 27, 2016
90	153	Pagano	Rebecca	Laurie Perez	Jan 08, 2016 02:50:51	Disbursement Request Submitted	\$ 6,000.00	Jan 25, 2016 12:00:00	N	\$ 0.00	Jan 28, 2016
111	N/A	Sandy	Jacklin	Laurie Perez	Jan 12, 2016 10:58:33	Reservation Request Submitted	\$ 2,500.00	Jan 27, 2016 12:00:00	N	\$ 0.00	Jan 29, 2016
121	N/A	test	test2	Laurie Perez		Reservation Request Pending	\$ 5,000.00	Feb 03, 2016 12:00:00	N	\$ 0.00	
118	N/A	Test	Test	Laurie Perez	Jan 15, 2016 11:33:41	Reservation Request Clarification Pending	\$ 6,000.00	Feb 01, 2016 12:00:00	N	\$ 0.00	Jan 28, 2016

### Initiate Reservation

1. **Homebuyer Information:** Enter/upload the following:

- Grant amount (New in 2017 - maximum is based on 3:1 match of the Home Buyer's net contribution – see **Maximum Grant Amount** examples below – DPP General Pool only)
- Pledge Amount (New in 2017 - minimum home buyer contribution based on the Grant amount automatically populates after entering the Grant amount – DPP General Pool only)
- Uses of funds
- Beneficiary name(s) (Borrower and Co-borrower)
- Upload the executed purchase contract

**3:1 Match (Pledge Amount) Examples:**

Homebuyer's Net Contribution	Maximum Grant Amount
\$1,000	\$3,000
\$1,500	\$4,500
\$2,000+	\$6,000

The table is an illustrative example and is not intended to suggest the grant is only awarded in three amounts. "Homebuyer's **net** contribution" is defined as the homebuyer's gross contribution minus any cash back at closing.

**Hint:** Once a grant amount is reserved, the reservation amount may only be decreased, not increased. Members may wish to reserve the full \$6,000 grant at the time of reservation, and adjust the grant amount down during the "Prepare To Close" step, if needed.

For **DPP Advantage** the maximum grant amount remains at \$6,000, no minimum contribution is required.

Click **Next** at bottom of screen:

The screenshot shows the 'Initiate Reservation' page with two main sections: '1 Homebuyer Information' and '2 Additional Member Contacts'. The 'Homebuyer Information' section includes fields for Member Institution Name (XYZ Bank, FSB | Nowhere, IL), Member Contact Name (John Doe), and Member Contact Email (DPP-Test@fhbc.com). Below these are two input fields: 'Amount Requested\*' (Grant Amount\*) with a value of \$6,000.00, and 'Homebuyer Pledge Required Amount' (Pledge Amount\*) with a value of \$2,000.00. A yellow callout box on the right states: 'New in 2017: Grant amount maximum based on 3:1 Match of Home Buyer's Contribution ( See DPP Online Guide for examples)'. Below this, it defines 'Pledge Amount = Minimum Required Home Buyer Contribution' and lists 'Beneficiary 1= Borrower' and 'Beneficiary 2= Co-Borrower'. The 'Uses of Funds (Select at Least One)\*' section has two checkboxes: 'Assistance with Acquisition Costs' (checked) and 'Rehabilitation' (unchecked). The 'Set-Aside Program Beneficiary Name(s)' section has two beneficiary entries. Beneficiary 1 has fields for Last Name\* (Test), First Name\* (Test), and Middle Initial. Beneficiary 2 has fields for Last Name, First Name, and Middle Initial. An 'Upload Purchase Contract\*' section has a file browser field with the path '\\fhbc.lclshares\HOMEF' and a 'Browse...' button. At the bottom right, the 'Next' button is circled in green. A footer note states '\* Asterisk indicates required field.' and the copyright notice is '© 2017 Federal Home Loan Bank of Chicago. All rights reserved.'

## 2. Additional Member Contacts:

- If desired, enter any additional member contacts on the next screen.
  - Please note: The contacts selected may include those who will process the Prepare To Close and Post Closing steps.
- Click any one of the bottom buttons:

**Save and Exit** to initiate the reservation, but not complete it.

**Save and Continue** to complete the reservation if you have all the supporting documents and information. This will take you to Reservation Home.

**Cancel** to cancel the reservation initiation.

Dashboard Initiate

### Initiate Reservation ?

1 Homebuyer Information      2 Additional Member Contacts

*If you would like others at your institution to be made aware of status changes for the reservation, please select*

Additional Member Contacts - Sidebar

Contacts for XYZ Bank, FSB   Nowhere, IL	
Name	Select
John Doe	✓

Back   Save and Continue   Save and Exit   Cancel

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## Complete Reservation

### Reservation Home:

- To continue, click on the description next to all of the **red X's** and fill out what is needed in each screen. **This will change the status to a green ✓** You will need all green ✓ to complete the reservation.

Reservation ID: 4026  
Beneficiary : Test Test

Reservation	Dashboard	Initiate
-------------	-----------	----------

### Reservation Home ?

Grant Requested \$ 6,000.00  
 Reservation Status Reservation Request Pending  
 Withdrawal Requested (Y/N)? N  
 Set Aside Round 2017A DPP  
 Current Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Original Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1: Test Test  
 Beneficiary 2:

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✗
Beneficiary Selection	✗
Eligibility	✗
Request Timeline	✓
Household Income	✗

#### Status Changes Details

Changed From	Changed To	Changed By	Changed Date
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ⓘ Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

## Site Selection:

- Fill out Address Line 1 (and 2), Zip and Zip + 4 fields, then click **Lookup** to populate the other fields.
- Then click **Save**, then **Next**.

Reservation ID: 116  
Beneficiary : Test Test

Reservation    Dashboard    Initiate

### Site Selection ?

Address Line1\*     ZIP\*     Zip+4\*      ?

Address Line2

City GLENWOOD    Congressional District IL02  
County COOK    Census Tract 8287.01  
State IL    CBSA 16974

Related Party Transaction?  Yes  No    Dwelling type\*

Is Property lender-owned (REO)?  Yes  No    Attach Lease Agreement and/or Appraisal for Property   ?

\* Required to save the page  
◆ Required prior to submission

**To submit your changes please click Save before exiting this page.**

<Previous Next>

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**Note: Zip+4 must be provided.** Refer to USPS.com if this information is unknown. Enter Zip +4, then **Click Lookup**. If the information does not pop up and gives an error message that this address is not found, contact Community Investment staff at [dpp@fhlbc.com](mailto:dpp@fhlbc.com) or call 312-565-5824, option 1.

\*Please note that if there are multiple townships in the county you will have to pick the correct township.

## Beneficiary Selection:

- Click **Add Co-Beneficiary** (Co-borrower), if applicable. Click **Enter & Save**.
- Answer the question about first time homebuyers.
- Enter the anticipated closing date.
- Upload the Beneficiary Questionnaire(s).
- Click **Save**, then **Next**.

Reservation ID: 118  
Beneficiary : Test Test

Reservation    Dashboard    Initiate

### Beneficiary Selection ?

Address Line1	Address Line2	City	County	State	ZIP Code
515 Park Drive		GLENWOOD	COOK	IL	60425-1246

Note that the co-beneficiary will need to be added again, they will not flow through from previous screens. If any of the beneficiaries are not a first time homebuyer, select No in the question about first time homebuyers.

Select	Beneficiary Name	Site Address	Action
select	Test Test	515 Park Drive GLENWOOD COOK IL 60425	Add Co-Beneficiary

*No Co-Beneficiary found for the selected Beneficiary.*

Is this a first time homebuyer?  Yes  No

What is the anticipated closing(settlement) date for this property?

Please attach a completed Beneficiary Questionnaire for each member of the household\*  Browse... ?

\* Required to save the page  
♦ Required prior to submission

To submit your changes please click Save before exiting this page.

Save    Undo

<Previous Next>

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## Eligibility:

- Enter the 1<sup>st</sup> Mortgage amount.
- Upload the 1<sup>st</sup> Mortgage application.
- Click **Save**, then **Next**.

Reservation ID: 118  
Beneficiary : Test Test

Reservation    Dashboard    Initiate

### Eligibility ?

1st Mortgage Amount\* \$

Upload 1st Mortgage Application\*  Browse... ?

Eligibility - Sidebar

\* Required to save the page  
♦ Required prior to submission

To submit your changes please click Save before exiting this page.

Save    Undo

<Previous Next>

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## Request Timeline:

- Click **Save** to automatically generate timeline dates. Then click **Next**.

Reservation ID: 454  
Beneficiary : Brenda Smith

Reservation    Dashboard    Initiate

### Request Timeline ?

Reservation Date (Funds Reserved)	11/06/2015	Request Timeline - Sidebar
Reservation Completion Expiration Date	11/09/2015	
Reservation Expiration Date		
Closing/Settlement Date	11/12/2015	
Retention Expiration Date	11/12/2020	

\* Required to save the page  
◆ Required prior to submission

To submit your changes please click **Save** before exiting this page.

<Previous Next>

**Household Income:**

- Check **HUD County** and **Yes**.
- Upload the completed Income Calculation Workbook with all household members listed and click **Save**
- Review the income information displayed, then Click **Yes** to affirm it is correct.
- Upload **ALL** of the income supporting documentation for all of the household members 18 years and older in one file. Click **Save**, then **Home**.

Reservation ID: 4019  
Beneficiary : Rebecca Test

Reservation    Dashboard    Initiate

### Household Income ?

Please indicate the income guideline that was utilized for this request. (Select one)\*  HUD County

Have you completed the Income Calculation Workbook that includes all household members?\*  Yes  No

Please attach your completed Income Calculation Workbook\*

Uploaded File Info	
Franklin, Ben.xls	Remove

Enrollment Date 01/10/2017    Household Size 1    HUD Effective Date 04/18/2016

Household Members

Household Member Number	Name (First and Last)	Relationship to Head of Household	Date Of Birth	Age at Time of Enrollment/ Income Qualification	Calculated Income from Individual Worksheets
1	Ben Franklin	borrower	May 16, 1988	28	\$ 29,794.18
Total Household Income					\$ 29,794.18

AMI Category based on HUD Income Guidelines 51-60% AMI

I affirm I have reviewed the Total Household Income displayed and AMI income category indicated and they are correct.\*  Yes  No

Please attach all Household Income supporting documentation for all household members listed on the affirmed Household Income Calculation Workbook.\*

\\fhilbc.loc\shares\HOMEF Browse... ?

\* Required to save the page  
◆ Required prior to submission


To submit your changes please click **Save** before exiting this page.

Save    Undo

<Previous Home

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## Reservation Home

If all green  appear, click **Submit** on the Reservation Home page. This completes your reservation: The reservation status will then change to “Reservation Request Submitted.”

Reservation ID: 40  
Beneficiary : Test Tt

Reservation	Dashboard	Initiate
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### Reservation Home

Grant Requested \$ 6,000.00  
 Reservation Status Reservation Request Pending  
 Withdrawal Requested (Y/N)? N  
 Set Aside Round 2017A DPP  
 Current Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Original Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1: Test Test  
 Beneficiary 2:

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.






Description	Status
Reservation Initiation Information	
Additional Member Contacts	
Site Selection	
Beneficiary Selection	
Eligibility	
Request Timeline	
Household Income	

#### Status Changes Details

Changed From	Changed To	Changed By	Changed Date
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

I certify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution on whose behalf this reservation is being submitted, that all of the information included in this reservation application is true, complete, and accurate, and that appropriate steps were taken to ensure its accuracy. I further certify that I have informed the borrower(s) of all of the requirements that must be fulfilled for eligibility and that I understand all of the requirements that must be fulfilled in order for my institution to receive reimbursement for this reservation, if approved, post settlement.

**Submit**

-  Not Visited
-  In Progress
-  Complete
-  Modified by Community Investment Group staff
-  Pending Clarification
-  Clarification Addressed

Reservation Home ?

Grant Requested      \$ 6,000.00  
 Reservation Status      **Reservation Request Submitted**  
 Withdrawal Requested (Y/N)?      N  
 Set Aside Round      2017A DPP  
 Current Member Institution Name      XYZ Bank, FSB | Nowhere, IL  
 Original Member Institution Name      XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1:      Test Test  
 Beneficiary 2:

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Eligibility	✓
Request Timeline	✓
Household Income	✓

Status Changes Details

Changed From	Changed To	Changed By ↕	Changed Date ↕
Reservation Request Pending	Reservation Request Submitted	jdoe1	03/08/2017 12:57.10 PM
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ⓘ Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

## Clarification Request for Reservation

- If FHLB Chicago has questions on the submitted reservation and/or needs additional information to complete a reservation review, they will initiate a reservation clarification request.
- Member contacts are notified of these requests by email. The status of the reservation changes from “Reservation Request Under Review” to “Reservation Request Clarification Pending”.
- On the Reservation Home screen, you will see a **?** in the Status column. Click on the Description section with the **?** and respond to the clarification request.

Reservation ID: 4026  
Beneficiary : Test Test

Reservation	Dashboard	Initiate
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### Reservation Home **?**

Grant Requested \$ 6,000.00  
 Reservation Status Reservation Request Clarification Pending  
 Withdrawal Requested (Y/N)? N  
 Set Aside Round 2017A DPP  
 Current Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Original Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1: Test Test  
 Beneficiary 2:

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✓
Beneficiary Selection	<b>?</b>
Eligibility	✓
Request Timeline	✓
Household Income	✓

#### Administrator Comments

Clarification	created by	created date
Please correct beneficiary questionnaire.	RPAGANO	03/08/2017 01:01.40 PM

#### Status Changes Details

Changed From	Changed To	Changed By	Changed Date
Reservation Request Pending	Reservation Request Submitted	jdoe1	03/08/2017 12:57.10 PM
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

- Not Visited
- In Progress
- Complete
- Modified by Community Investment Group staff
- Pending Clarification
- Clarification Addressed

- After the corrections are made, resave the page. The Status will change to **✓**. When there are all **✓** on the Reservation Home screen, you will see the **Submit** button. Click **Submit** to send the clarifications to FHLB Chicago for review. Once a clarification is submitted, no modifications to the clarification can be made. **Verify** that Reservation Status has changed from “Reservation Request Clarification Pending” to “Reservation Clarification Request Submitted”.

# INITIATE AND COMPLETE DISBURSEMENT REQUEST

## Prepare to Close:

Disbursement Requests can only be submitted for households with a status of “Reservation Request Eligible”. After successfully logging into DPP Online and clicking on the correct program dashboard, select the reservation number or participant last name from the **Dashboard** to go to the Reservation Home screen.

- o Hover over **Initiate**, located on the top left hand screen and click **Disbursement**.

Reservation ID: 4027  
Beneficiary : Test Test

Reservation	Dashboard	Initiate
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Reservation Home ?</span> <div style="border: 1px solid gray; padding: 2px;"> <span style="border: 1px solid gray; padding: 2px;">Reservation</span>  <span style="border: 1px solid gray; padding: 2px; border-radius: 50%;"><b>Disbursement</b></span>  <span style="border: 1px solid gray; padding: 2px;">Withdraw</span> </div> </div>		
Grant Requested	\$ 6,000.00	
Reservation Status	<b>Reservation Request Eligible</b>	
Withdrawal Requested (Y/N)?	N	
Set Aside Round	2017A DPP	
Current Member Institution Name	XYZ Bank, FSB   Nowhere, IL	
Original Member Institution Name	XYZ Bank, FSB   Nowhere, IL	
Beneficiary 1:	Test Test	
Beneficiary 2:		

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Eligibility	✓
Request Timeline	✓
Household Income	✓

*Status Changes Details*

Changed From	Changed To	Changed By ↕	Changed Date ↕
Reservation Request Pending	Reservation Request Submitted	jdoe1	03/08/2017 01:08.30 PM
	Reservation Request Pending	jdoe1	03/08/2017 01:06.36 PM

✗ Not Visited

✓ In Progress

✓ Complete

ⓘ Modified by Community Investment Group staff

? Pending Clarification

? Clarification Addressed

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## Initiate Disbursement:

### 1. Disbursement Information

- o Click on Disbursement Request Amount (Revise the amount, if needed.) Verify that the grant amount does not exceed the maximum based on the 3:1 match of the home buyer’s net contribution. ( See **Maximum Grant Amount** examples and **Hint** below.)
- o Then click **Next**.

Dashboard      Initiate

## Initiate Disbursement ?

**1** Disbursement Information

Disbursement Member Institution Name    XYZ Bank, FSB | Nowhere, IL  
 Member Contact Name    John Doe  
 Member Contact Email    DPP-Test@fhlbc.com

Approved Reservation Amount    \$ 6,000.00  
 Disbursement Request Amount\*   

Uses of Funds (Select at Least One)\*  
 Assistance with Acquisition Costs

Set-Aside Program Beneficiary Name(s)

Beneficiary 1  
 Last Name\*      
 First Name\*      
 Middle Initial   

Beneficiary 2  
 (Required if two Applicants)  
 Last Name      
 First Name      
 Middle Initial   

\* Asterisk indicates required field.

Correct Disbursement Amount (Grant Amount) if applicable, based on the 3:1 Match of the Home Buyer's Contribution Amount per the Closing Disclosure Form. Refer to DPP Online System Guide for 3:1 Match examples.

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- Note that the Disbursement Request Amount(grant amount) should be the amount requested based on the homebuyer's **net** contribution based on the final closing disclosure. Please refer to the below table for guidelines.

**3:1 Match (Pledge Amount):**

Please reference the following table to understand what this looks like for your customers:

Homebuyer's Net Contribution	Maximum Grant Amount
\$1,000	\$3,000
\$1,500	\$4,500
\$2,000+	\$6,000

The table is an illustrative example and is not intended to suggest the grant is only awarded in three amounts. "Homebuyer's **net** contribution" is defined as the homebuyer's gross contribution minus any cash back at closing.

**Hint:** After the Closing Disclosure is finalized, you may determine that the reserved grant amount needs to be changed. You may reduce the grant amount in the Disbursement Request Amount field. Once a grant amount is reserved, the reservation/Disbursement Request amount may only be decreased, not increased.

For **DPP Advantage** the maximum grant amount remains at \$6,000 and no minimum contribution is required.

## 2. Additional Contacts

- The next screen will have additional contacts that would need to be notified for a disbursement (this is optional and not required). Click on the contact and then either **Save and Continue** or **Save and Exit**.

Dashboard      Initiate

### Initiate Disbursement ?

**1** ✓ Disbursement Information      **2** ✓ Additional Member Contacts

*If you would like others at your institution to be made aware of status changes for the disbursement please select*

Contacts for XYZ Bank, FSB | Nowhere, IL

Name	Select
John Doe	✓



The disbursement status will change to “Prepare to Close Pending” on the **Disbursement Request Home** page. The screen will look like the one below and split into two parts: Pre-Closing and Post-Closing.

Reservation ID: 4027  
 Disbursement ID: 3739  
 Beneficiary : Test Test

Disbursement	Dashboard	Initiate
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**Disbursement Home** ?

Reservation Approved Amount \$ 6,000.00  
 Disbursement Request Amount \$ 6,000.00  
**Disbursement Status** Prepare to Close Pending  
 Withdrawal Requested? N  
 Set Aside Round 2017A DPP  
 Current Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Disbursement Member Institution Name XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1: Test Test  
 Beneficiary 2:

**Pre-Closing**

Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✗
Disbursement Information Page 2	✗
Certificate of Borrower Eligibility	✗
FHA Documentation	✗

**Post-Closing**

Disbursement Information Page 3	-
Timeline	-

**Status Changes Details**

Changed From	Changed To	Changed By	Changed Date
	Prepare to Close Pending	jdoe1	03/08/2017 01:14:27 PM

✗ Not Visited  
 ✓ In Progress  
 ✓ Complete  
 ⓘ Modified by Community Investment Group staff  
 ? Pending Clarification  
 ? Clarification Addressed

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

*Preclose sections must be completed and the Preclose Complete button selected ( at the bottom of the Home page) to activate Post close sections.*

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**Pre-Closing:**

- Must be done before the actual closing. Click on all of the **red X's** and fill out information needed on each page. Click on **Save** and then **Next** when each page is finished.

# Disbursement Information Page 1

Reservation ID: 4027  
Disbursement ID: 3739  
Beneficiary : Test Test

Disbursement    Dashboard    Initiate

## Disbursement Information Page 1 ?

What is the anticipated closing(settlement) date for this property? \*

Beneficiary's Credit Score\*

Co-Beneficiary's Credit Score

Homeownership Counseling Completed?\*  Yes  No

Homeownership counseling was provided by\*

Contract Sales Price\* \$

Gather Final Closing Disclosure and Underwriting Approval Forms.  
List all of the Homeownership Counseling providers, even if there are more than one.

\* Required to save the page  
◆ Required prior to submission

To submit your changes please click **Save before exiting this page.**

[<Previous](#)

## Disbursement Information Page 2

Reservation ID: 76  
Disbursement ID: 170  
Beneficiary : Cindy Washington

Disbursement Dashboard Initiate

### Disbursement Information Page 2

1st Mortgage Amount\* \$

APR %\*

Rate Type\*

Term (# Months)\*

Amortization Period (# Months)\*

Rate Lock Period (# Months Fixed P&J)\*

1st Mortgage Program\*

Is 1st Mortgage Program FHA?  Yes  No

FHA Case Number (if FHA Mortgage Program)\*

1st Mortgage Originated by Member/Affiliate?  Yes  No

1st Mortgage Funded by Member/Affiliate?  Yes  No

Origination Charges\* \$

Is 1st Mortgage Loan to be sold?  Yes  No

HOEPA Loan?  Yes  No

LTV %\*

Housing Debt to Income Ratio\*

Total Debt to Income Ratio\*

Other Grants/Forgivable loan Source(s)

Total of Other Grants/Forgivable loan(s) \$

Is there a 2nd Mortgage?  Yes  No

\* Required to save the page (To submit your changes please click Save before exiting this page)

\* Required prior to submission

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\*Please note that even if the DPP Online system automatically logs you out, a **Disbursement Number** was already created once you hit Save on the Contacts screen. When you log back in to DPP Online to finish the pre-closing steps, you will click on the Disbursement Number on the Dashboard to get to the Disbursement Home page. Then go to the page that has a red x to continue the process. (Please see below.)

**Dashboard** ?

Select Round to Display

2017A DPP ▾

Export

MemberDashBoard - Sidebar

<b>Member Allocation Limit Total</b>	<b>\$ 420,000.00</b>	<b>Total Amount of Funds Reserved</b>	<b>\$ 12,000.00</b>
<b>Round Allocation Total Remaining</b>	<b>\$ 16,962,500.00</b>	<b>Total Amount of Expired Reservations</b>	<b>\$ 0.00</b>
<b>Member Allocation Limit Remaining</b>	<b>\$ 408,000.00</b>	<b>Disbursement Requests Pending Submission</b>	<b>1</b>
<b>Reservation Requests Pending</b>	<b>0</b>	<b>Disbursement Request Submitted/Under Review</b>	<b>0</b>
<b>Reservation Requests Submitted</b>	<b>0</b>	<b>Total Disbursements Submitted</b>	<b>0</b>
<b>Reservation Requests Eligible</b>	<b>2</b>	<b>Total Disbursements Approved</b>	<b>0</b>
<b>Reservation Requests Ineligible</b>	<b>0</b>	<b>Disbursement Requests Rejected</b>	<b>0</b>
<b>Reservation Requests Expired</b>	<b>0</b>	<b>Total Amount of Funds Disbursed</b>	<b>\$ 0.00</b>
<b>Reservations Withdrawn</b>	<b>0</b>	<b>Homebuyers that Received Disbursements</b>	<b>0</b>

Reset Current Filtering

Reservation Number	Disbursement Number	Beneficiary Last Name	Beneficiary First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date	Disbursement Date
4026	N/A	Test	Test	John Doe	Mar 08, 2017 12:57:10 PM	Reservation Request Eligible	\$ 6,000.00	Jun 06, 2017 12:00:00 AM	N	\$ 0.00	Mar 31, 2017	
4027	3739	Test	Test	John Doe	Mar 08, 2017 01:08:30 PM	Prepare to Close Pending	\$ 6,000.00	Jun 06, 2017 12:00:00 AM	N	\$ 0.00	Mar 30, 2017	

1 / 1

**Disbursement Home** ?

Reservation Approved Amount    \$ 6,000.00  
 Disbursement Request Amount    \$ 6,000.00  
 Disbursement Status            Prepare to Close Pending  
 Withdrawal Requested?          N  
 Set Aside Round                  2017A DPP  
 Current Member Institution Name    XYZ Bank, FSB | Nowhere, IL  
 Disbursement Member Institution Name    XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1:                    Test Test  
 Beneficiary 2:

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✗
Certificate of Borrower Eligibility	✗
FHA Documentation	✗
Post-Closing	
Disbursement Information Page 3	-
Timeline	-

*Preclose sections must be completed and the Preclose Complete button selected (at the bottom of the Home page) to activate Post close sections.*

**Status Changes Details**

Changed From	Changed To	Changed By ↕	Changed Date ↕
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

- ✗ Not Visited
- ✓ In Progress
- ✔ Complete
- ⓘ Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

## Certificate of Borrower Eligibility (CBE) and Disbursement Request Form

Click **Save** if everything is accurate and complete and then click **Next**. The CBE will need to be printed and brought to the closing to be signed by the borrower and member. To do so, click "Print PDF" in the box in the upper right margin.

Reservation ID: 4027  
 Disbursement ID: 3739  
 Beneficiary : Test Test

Disbursement      Dashboard      Initiate

### Certificate of Borrower Eligibility ?

Print out the CBE form and bring it to the closing to have signed by the beneficiaries and lender.

Print PDF 

FHLB Chicago Federal Home Loan Bank of Chicago	
<b>Certificate of Borrower Eligibility and Disbursement Request Form</b> (To be Sent to FHLBC Along with other Documents at Post Closing)	
<b>Member and Borrower Information</b>	
Member Name	XYZ Bank, FSB   Nowhere, IL
Beneficiary	Test Test
Co-Beneficiary	
Property Address	515 Park Dr, GLENWOOD, COOK, IL 60425
Census Tract	8287.01
<b>Borrower's Certification</b>	
Homebuyer Counseling	abcd
Related Party Transaction	no
Number of Household Members	1
<i>I (we) certify to the Lender listed that the information is true and correct to the best of my knowledge.</i>	
Beneficiary Signature	Date
Co-Beneficiary(s) Signature (s)	Date

I certify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution through which the down payment assistance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps were taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) the homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling organization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another funding source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do not exceed reasonable market interest rates, points, fees, and any other charges for similar loans.

\* Required to save the page

◆ Required prior to submission

To submit your changes please click Save before exiting this page.

Save

Undo

<Previous

Next>

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## FHA Documentation

If the 1<sup>st</sup> mortgage is reported as FHA-insured, the DPP Online system requires that this letter is generated. However, HUD may only require this letter if DPP funds are used to fund the borrower's Minimum Required Investment (MRI). If this letter is needed, you may print it out (click "Print PDF" in the box in the upper right margin) and retain in the loan file at closing. It will look like the screenshot below. **Click Save**, then **Home**.

Reservation ID: 4027  
Disbursement ID: 3739  
Beneficiary : Test Test

Disbursement    Dashboard    Initiate

### FHA Documentation ?

Print out the FHA letter and bring it to the closing.  
[Print PDF](#)

**FHLB Chicago**  
Federal Home Loan Bank of Chicago  
200 East Randolph Drive • Chicago, Illinois 60601  
(312) 565-5700 • www.fhlbc.com

March 08, 2017

XYZ Bank, FSB | Nowhere, IL  
Nowhere IL

Re: Test Test  
515 Park Dr,  
GLENWOOD, COOK, IL 60425

FHA Case Number abcdefg

To Whom It May Concern:

This letter is being provided solely for the purpose of satisfying the Federal Housing Administration's ("FHA") requirements applicable to a borrower's minimum required investment as set forth in the FHA Single Family Housing Policy Handbook (HUD Handbook 4000.1),

\* Required to save the page  
◆ Required prior to submission


**To submit your changes please click Save before exiting this page.**

[Save](#)    [Undo](#)

[<Previous](#)    [Home](#)

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## Disbursement Request Home

After all of the Pre-Closing steps and pages are filled out and all have  , click on **Pre-Close Completed** at bottom of the page.

Reservation ID: 4027  
 Disbursement ID: 3739  
 Beneficiary : Test Test

Disbursement
Dashboard
Initiate

### Disbursement Home

Reservation Approved Amount	\$ 6,000.00
Disbursement Request Amount	\$ 6,000.00
Disbursement Status	Prepare to Close Pending
Withdrawal Requested?	N
Set Aside Round	2017A DPP
Current Member Institution Name	XYZ Bank, FSB   Nowhere, IL
Disbursement Member Institution Name	XYZ Bank, FSB   Nowhere, IL
Beneficiary 1:	Test Test
Beneficiary 2:	

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Post-Closing	
Disbursement Information Page 3	-
Timeline	-

Preclose sections must be completed and the Preclose Complete button selected ( at the bottom of the Home page) to activate Post close sections.

**Status Changes Details**

Changed From	Changed To	Changed By ↕	Changed Date ↕
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

**Pre-Close Completed**

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ! Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

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Note the status now will change to “Disbursement Request Pending.”

After the closing, the Post-Closing pages will need to be filled out and completed.



**Disbursement Home** ?

Reservation Approved Amount    \$ 6,000.00  
 Disbursement Request Amount    \$ 6,000.00  
 Disbursement Status                Disbursement Request Pending  
 Withdrawal Requested?            N  
 Set Aside Round                    2017A DPP  
 Current Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Disbursement Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1:                        Test Test  
 Beneficiary 2:

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Post-Closing	
Disbursement Information Page 3	✗
Timeline	✓


**Status Changes Details**

Changed From	Changed To	Changed By ↕	Changed Date ↕
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33.00 PM
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ! Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

## Post-Closing:

After successfully clicking on the DPP Online link through eBanking, click on the desired program through the “select round to display” drop down box. This will bring you to your **dashboard**. Click on the disbursement number to complete the post closing step.



John Doe | Logout

Current as of March 8, 2017 at 1:36 PM CST

Home | Messages (0) | User Guide

Dashboard
Initiate

### Dashboard ?

Select Round to Display 2017A DPP v

**Member Allocation Limit Total** \$ 420,000.00

**Round Allocation Total Remaining** \$ 16,962,500.00

**Member Allocation Limit Remaining** \$ 408,000.00

Reservation Requests Pending 0

Reservation Requests Submitted 0

Reservation Requests Eligible 2

Reservation Requests Ineligible 0

Reservation Requests Expired 0

Reservations Withdrawn 0

**Total Amount of Funds Reserved** \$ 12,000.00

**Total Amount of Expired Reservations** \$ 0.00

**Disbursement Requests Pending Submission** 1

**Disbursement Request Submitted/Under Review** 0

**Total Disbursements Submitted** 0

**Total Disbursements Approved** 0

**Disbursement Requests Rejected** 0

**Total Amount of Funds Disbursed** \$ 0.00

**Homebuyers that Received Disbursements** 0

MemberDashboard - Sidebar

**Total Amount of Funds Reserved** \$ 12,000.00

**Total Amount of Expired Reservations** \$ 0.00

**Disbursement Requests Pending Submission** 1

**Disbursement Request Submitted/Under Review** 0

**Total Disbursements Submitted** 0

**Total Disbursements Approved** 0

**Disbursement Requests Rejected** 0

**Total Amount of Funds Disbursed** \$ 0.00

**Homebuyers that Received Disbursements** 0

Export

Reset Current Filtering												
Reservation Number	Disbursement Number	Beneficiary Last Name	Beneficiary First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date	Disbursement Date
4026	N/A	Test	Test	John Doe	Mar 08, 2017 12:57:10 PM	Reservation Request Eligible	\$ 6,000.00	Jun 06, 2017 12:00:00 AM	N	\$ 0.00	Mar 31, 2017	
4027	3739	Test	Test	John Doe	Mar 08, 2017 01:08:30 PM	Disbursement Request Pending	\$ 6,000.00	Jun 06, 2017 12:00:00 AM	N	\$ 0.00	Mar 30, 2017	

1 / 1

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## Disbursement Information Page 3

Respond to the questions and upload the following documents:

- Closing Disclosure
- Signed Certificate of Borrower Eligibility
- Retention Agreement
- Counseling Checklist
- Counseling Certification Form (Signed)
- Rehab/Repair Worksheet (if applicable)
- Property Inspection Report (if applicable)
- Explanatory Statement if Total Debt Ratio > 45% (if applicable)

Click **Save** and **Next** after all the applicable documents have been uploaded. The system will not save partial uploads.

### Disbursement Information Page 3 ?

**Information**  
• Your changes have been saved to the system. ✓

What is the actual closing (settlement) date for this property?\*  ?

Is the correct actual closing date displayed at the top of this page?\*  Yes  No

Post Closing Check:  
Have you verified that all information provided at pre-closing is accurate?\*  Yes  No

Please attach all required Documentation listed below:

Closing Disclosure (Other) Uploaded File Info  
*Franklin, Ben closing disclosure.pdf* Remove

Signed Certificate of Borrower Eligibility Uploaded File Info  
*Franklin, Ben certificate of buyer eligibility.pdf* Remove

Retention Agreement\* Uploaded File Info  
*Franklin, Ben retention agreement.pdf* Remove

Counseling Checklist(s)\* Uploaded File Info  
*Franklin, Ben counseling checklist.pdf* Remove

Counseling Certification Form (Signed)\* Uploaded File Info  
*Franklin, Ben counseling certificate form.pdf* Remove

Rehab/Repair Worksheet, if DPP funds used for Rehab/Repair  Browse... ?

Property Inspection Report, if DPP funds used for Rehab/Repair  Browse... ?

Explanatory Statement, if Total Debt Ratio > 45%  Browse... ?

Disbursement Information  
Page 3 - Sidebar

\* Required to save the page  
◆ Required prior to submission

To submit your changes please click Save before exiting this page.

Save Undo

[<Previous](#)

[Next>](#)

## Timeline

Click **Save** and **Home**.

Reservation ID: 76  
Disbursement ID: 170  
Beneficiary : Cindy Washington

Disbursement	Dashboard	Initiate
--------------	-----------	----------

### Timeline

Reservation Date (Funds Reserved)	01/05/2016
Reservation Completion Expiration Date	02/04/2016
Reservation Expiration Date	05/04/2016
Closing/Settlement Date	01/27/2016
Retention Expiration Date	01/27/2021


\* Required to save the page  
◆ Required prior to submission

To submit your changes please click Save before exiting this page.

[<Previous](#) [Home](#)

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## Disbursement Request Home

After all of the Pre-Closing and Post-Closing pages have  then click **Submit** on the **Disbursement Request Home Screen**.

**Disbursement Home** ?

Reservation Approved Amount    \$ 6,000.00  
 Disbursement Request Amount    \$ 6,000.00  
 Disbursement Status                Disbursement Request Pending  
 Withdrawal Requested?            N  
 Set Aside Round                      2017A DPP  
 Current Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Disbursement Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1:                        Test Test  
 Beneficiary 2:

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Post-Closing	
Disbursement Information Page 3	✓
Timeline	✓

**Status Changes Details**

Changed From	Changed To	Changed By	Changed Date
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33:00 PM
	Prepare to Close Pending	jdoe1	03/08/2017 01:14:27 PM


I certify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution on whose behalf this disbursement request is being submitted. I further certify that: 1) all of the information included in this disbursement request is true, complete, and accurate and that appropriate steps were taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) the homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling organization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another funding source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do not exceed reasonable market interest rates, points, fees, and any other charges for similar loans.


**Submit**

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ⓘ Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

\*Note that the Disbursement status will now change to **"Disbursement Request Submitted."**

### Clarification Request for Disbursement:

- If FHLB Chicago has questions on the submitted disbursement and/or additional information is needed to complete a disbursement request, a clarification request will be initiated by FHLB Chicago.
- A member contact is notified of these requests by email, and the status of the disbursement request changes from “Disbursement Request Under Review” to “Disbursement Request Clarification Pending.”
- On the Disbursement Request Home screen, you will see a **?** in the Status column. Click on the Description section with the **?** and respond to the clarification request.
- After the corrections are made, resave the page. The Status will change to 

**When there are all  on the Reservation Home screen, you will see the **Submit** button. Click **Submit** to send the clarifications to FHLB Chicago for review. Once a clarification is submitted, no modifications to the clarification can be made. **Verify** that Reservation Status has changed from “Reservation Request Clarification Pending” to “Reservation Clarification Request Submitted”.**

Disbursement Home ?

Reservation Approved Amount    \$ 6,000.00  
 Disbursement Request Amount    \$ 6,000.00  
 Disbursement Status                **Disbursement Request Clarification Pending**  
 Withdrawal Requested?            N  
 Set Aside Round                    2017A DPP  
 Current Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Disbursement Member Institution Name   XYZ Bank, FSB | Nowhere, IL  
 Beneficiary 1:                        Test Test  
 Beneficiary 2:

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	?
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Post-Closing	
Disbursement Information Page 3	✓
Timeline	✓

Administrator Comments

Clarification	created by ↕	created date ↕
Please correct the APR.	RPAGANO	03/08/2017 01:51.53 PM

Status Changes Details

Changed From	Changed To	Changed By ↕	Changed Date ↕
Disbursement Request Pending	Disbursement Request Submitted	jdoe1	03/08/2017 01:43.12 PM
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33.00 PM
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- ! Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

## SUBMIT PARTICIPANT WITHDRAW REQUEST

- If a reservation request needs to be withdrawn, a Withdraw Request can be submitted.
- After successfully logging onto DPP Online select the reservation number or participant last name to enter the Reservation Home Screen.
- Hover over **Initiate** located in the top left of the screen and click **Withdraw**. Complete the Initiate Reservation Withdraw screen by providing a short narrative on the reason for the withdrawal. Click **Save** and no further action is required.
- This action will notify FHLB Chicago that a Withdraw Request has been initiated.

Reservation ID: 4026  
Beneficiary : Test Test

<a href="#">Reservation</a>	<a href="#">Dashboard</a>	<a href="#">Initiate</a>	
-----------------------------	---------------------------	--------------------------	--

**Reservation Home** ?

Reservation Disbursement  
**Withdraw**

Grant Requested	\$ 6,000.00
Reservation Status	Reservation Request Eligible
Withdrawal Requested (Y/N)?	N
Set Aside Round	2017A DPP
Current Member Institution Name	XYZ Bank, FSB   Nowhere, IL
Original Member Institution Name	XYZ Bank, FSB   Nowhere, IL
Beneficiary 1:	Test Test
Beneficiary 2:	

Once submitted please allow a minimum of 14 days for review.

If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Eligibility	✓
Request Timeline	✓
Household Income	✓

**Administrator Comments**

Clarification	created by	created date
Please correct beneficiary questionnaire.	RPAGANO	03/08/2017 01:01.40 PM

**Status Changes Details**

Changed From	Changed To	Changed By	Changed Date
Reservation Request Clarification Pending	Reservation Request Clarification Submitted	jdoe1	03/08/2017 01:03.54 PM
Reservation Request Pending	Reservation Request Submitted	jdoe1	03/08/2017 12:57.10 PM
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM



### Initiate Reservation Withdrawal ?

Explain reason for withdrawal ↑

Reservation Withdraw -  
Sidebar

*You have 2500 characters remaining for your description.*

\* Required to save the page  
◆ Required prior to submission

To submit your changes please click **Save before exiting this page.**

[Home](#)

[Home](#)

## **APPENDIX A. RESERVATION AND DISBURSEMENT STATUS DESCRIPTIONS**

<p><b>Reservation Request Pending</b> – A reservation request has been initiated, but not yet submitted. You may begin and save progress on the reservation request and return to complete the work at a later time/date.</p>
<p><b>Reservation Request Submitted</b> – Reservation has been submitted and is now available for FHLB Chicago to review and approve. You are no longer able to edit the reservation request.</p>
<p><b>Reservation Request Under Review</b> – Request is under review by FHLB Chicago.</p>
<p><b>Reservation Request Clarification Pending</b> – Reservation has a clarification request outstanding. You can only edit the pages where FHLB Chicago has indicated clarification is needed.</p>
<p><b>Reservation Request Clarification Submitted</b> – Clarification has been submitted, returning the reservation request to FHLB Chicago. You cannot edit the clarification once submitted.</p>
<p><b>Reservation Request Ineligible</b> – The request has been reviewed, and FHLB Chicago has determined the participant is <u>not</u> eligible for a reservation.</p>
<p><b>Reservation Request Eligible</b> – The request has been reviewed, and FHLB Chicago has determined the participant is eligible for a reservation.</p>
<p><b>Disbursement Request Pending</b> – A disbursement request has been initiated, but not yet submitted. You may begin and save progress on the disbursement request and return to complete the work at a later time/date.</p>
<p><b>Disbursement Request Submitted</b> – The request has been submitted and is now available for FHLB Chicago to review and approve. You are no longer able to edit the disbursement request.</p>
<p><b>Disbursement Request Under Review</b> – Request is under review by FHLB Chicago.</p>
<p><b>Disbursement Request Clarification Pending</b> – Request has a clarification request outstanding.</p>
<p><b>Disbursement Request Clarification Submitted</b> – The clarification request has been submitted to FHLB Chicago.</p>

<p><b>Disbursement Request Rejected</b> – The request has been reviewed by FHLB Chicago and been determined <u>not</u> eligible for reimbursement.</p>
<p><b>Disbursement Request Approved</b> – The request has been reviewed by FHLB Chicago and been determined an eligible disbursement. Funds will be deposited into the member’s FHLB Chicago Demand Deposit Account.</p>
<p><b>Withdraw Request Submitted</b> – A request has been submitted to FHLB Chicago to withdraw the application.</p>
<p><b>Withdrawn</b> – FHLB Chicago has approved withdrawal request.</p>
<p><b>Expired</b> – The length of time for grant reservation has passed. Reservations in this status are no longer eligible for reimbursement.</p>

## APPENDIX B. DASHBOARD AND NAVIGATION TIPS

### Dashboard Functions:

- **Export:** Round information can be exported into Excel (The button to export dashboard information will be in the upper right corner. See below:

The screenshot shows the DPP Dashboard interface. At the top, there are tabs for 'Dashboard' and 'Initiate'. Below the tabs, the 'Dashboard' section is active. A dropdown menu for 'Select Round to Display' is set to 'DPP Template'. In the top right corner, an 'Export' button is circled in green. The dashboard displays several summary statistics:

Member Allocation Limit Total	\$ 500,000.00	Total Amount of Funds Reserved	\$ 24,500.00
Round Allocation Total Remaining	\$ 9,061,500.00	Total Amount of Expired Reservations	\$ 0.00
Member Allocation Limit Remaining	\$ 475,500.00	Disbursement Requests Pending Submission	0
Reservation Requests Pending	1	Disbursement Request Submitted/Under Review	1
Reservation Requests Submitted	3	Total Disbursements Submitted	1
Reservation Requests Eligible	1	Total Disbursements Approved	0
Reservation Requests Ineligible	0	Disbursement Requests Rejected	0
Reservation Requests Expired	0	Total Amount of Funds Disbursed	\$ 0.00
Reservations Withdrawn	0	Homebuyers that Received Disbursements	0

Below the summary statistics is a table of reservation records. The table has the following columns: Reservation Number, Disbursement Number, Beneficiary Last Name, Beneficiary First, Middle Name, Member Contact, Date Reservation Submitted, Current Status, Subsidy Reserved, Grant Expiration, Withdrawal Requested, Subsidy Disbursed, and Proposed Settlement Date. The table contains 6 records. Below the table, there are navigation links: 'Previous', '1 / 4', 'Next', and 'End'. At the bottom of the dashboard, there is a copyright notice: '© 2015 Federal Home Loan Bank of Chicago. All rights reserved.'

- **Sort Function:** When clicking on the arrows going up or down in each column, the column will sort in numeric or alphabetical order. Clicking a second time will put them in the reverse numeric or alphabetical order.
- **Selecting Records:** Clicking on Reservation Number, Disbursement Number, Beneficiary Last Name, or Beneficiary First, Middle Name will open the record.
- **Viewing All Beneficiaries Records:** Only 10 records display per page on the dashboard. Use the “next” navigation links below the record table to move to other record screens or use the sort function.

### Reservation or Disbursement Pages:

Select “**Home**” from the Reservation or Disbursement drop-down boxes to return to the Reservation or Disbursement Home page.