



FHLBank
Chicago

DPP Online: Guide for Members 2024

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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.

- Select Round (Product)
 - 2024A DPP for General Pool
 - 2024A DPP ADV for the DPP Advantage Pool

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 top navigation bar with 'Dashboard' and 'Initiate' (with a dropdown arrow). Below this, a 'Reservation' button is highlighted with a red circle. To the left is a 'Dashboard ?' link. Below the navigation, there is a 'Select Round to Display' dropdown menu currently set to '2022A DPP'. To the right of this menu is an 'Export' button and the text 'MemberDashBoard - Sidebar'. Below these elements is a summary table with two columns of statistics.

Member Allocation Limit Total	\$ 420,000.00	Total Amount of Funds Reserved	\$ 0.00
Round Status	Open	Total Amount of Expired Reservations	\$ 0.00
Member Allocation Limit Remaining	\$ 420,000.00	Disbursement Requests Pending Submission	0
Reservation Requests Pending	0	Disbursement Request Submitted/Under Review	0
Reservation Requests Submitted	0	Total Disbursements Submitted	0
Reservation Requests Eligible	0	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Reservations Withdrawn	0	Homebuyers that Received Disbursements	0

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
No records found.												

Initiate Reservation

Homebuyer Information: Enter/upload the following:

- Grant amount
- Uses of funds
- Beneficiary name(s) (Borrower and Co-borrower)
- Upload the executed purchase contract

Click **Next** at bottom of screen:

Dashboard

Initiate Reservation ?

1 Homebuyer Information **2** Additional Member Contacts

Member Institution Name
Member Contact Name
Member Contact Email ahp-test@fhfbc.com

Amount Requested*

Grant Amount*

Uses of Funds (Select at Least One)*

Assistance with Acquisition Costs
 Rehabilitation

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

Upload Purchase Contract Browse... ?

* Asterisk indicates required field.

Next **Cancel**

\$1,000 minimum homebuyer contribution

Gifts are not considered a homebuyer's contribution.

Beneficiary 1= Borrower
Beneficiary 2= Co-Borrower

All household members on title are considered Beneficiaries.

Hint: Members may wish to reserve the full \$10,000 grant at the time of reservation, and during the "Prepare To Close" step, adjust the grant amount down, if needed. Once a grant amount is reserved, the reservation amount may only be decreased, not increased.

For **DPP Advantage** the maximum grant amount remains at \$10,000, a minimum contribution of \$1,000 is not required.

Initiate Reservation

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

Contacts for XYZ Bank, FSB | Nowhere, IL

Name	Select
John Doe	✓

Additional Member Contacts - Sidebar

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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 Home ?

Grant Requested \$ 6,000.00
 Reservation Status Reservation Request Pending
 Withdrawal Requested (Y/N)? N
 Set Aside Round 2020A DPP
 Current Member Institution Name XYZ Bank
 Original Member Institution Name XYZ Bank
 Beneficiary 1: Test Test
 Beneficiary 2:

Once submitted please allow a minimum of 10 business 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		11/20/2019 11:11:38 AM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- 🕒 Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed
- 🔧 Data corrected by CID staff outside of terminal status

Site Selection:

- Fill out the address and zip fields then click **Lookup** to populate the other fields.
- Answer other questions about the property, attach lease agreement or appraisal if appropriate.
- Then click **Save**, then **Next**.

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@fhbc.com or call 312-565-5824.

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

Reservation ID: 15781
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	16984

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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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: 8076
Beneficiary : Test Test

Reservation Dashboard Initiate

Beneficiary Selection ?

Address Line1	Address Line2	City	County	State	ZIP Code
123 Park Drive		GLENWOOD	COOK	IL	60425-1426

If any of the beneficiaries are not a first time homebuyer, select No in the question about first time homebuyers.

Beneficiary			
Select	Beneficiary Name	Site Address	Action
select	Test Test	123 Park Drive GLENWOOD COOK IL 60425	Add Co-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.

<Previous Next>

Eligibility:

- Enter the 1st Mortgage amount.
- Upload the 1st Mortgage application.
- Answer the Beneficiary demographic questions.
- Answer the Co-Beneficiary demographic questions if applicable.
- Click **Save**, then **Next**.

Beneficiary : Test1 Test

Reservation Dashboard Initiate

Eligibility ?

Information

Your changes have been saved to the system. ✓

1st Mortgage Amount*

Eligibility - Sidebar

Upload 1st Mortgage Application*

Uploaded File Info

Placeholder for program agreements.docx

Remove

Borrower-Did you (or your deceased spouse) ever serve, or are you currently serving in the United States Armed Forces? *

- Yes
- No
- Did not answer

Borrower-Ethnicity*

- Hispanic or Latino
- Not Hispanic or Latino
- I do not wish to provide this information

Borrower-Sex*

- Female
- Male
- I do not wish to provide this information

Borrower-Race*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- I do not wish to provide this information

Co-Borrower-Did you (or your deceased spouse) ever serve, or are you currently serving in the United States Armed Forces?

- Yes
- No
- Did not answer

Co-Borrower-Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino
- I do not wish to provide this information

Co-Borrower-Sex

- Female
- Male
- I do not wish to provide this information

Co-Borrower-Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- I do not wish to provide this information

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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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**.

***Note:** New in 2020: Microsoft Excel 2010 or newer version is required.

Reservation ID: 15781
Beneficiary: Test Test

Reservation ▾ Dashboard Initiate ▾

Household Income ?

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

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	
Test.xlsx	Remove

Enrollment Date 11/20/2019 Household Size 2 HUD Effective Date 05/03/2019

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	Test	Borrower	Oct 11, 1978	41	\$ 24,960.00
2	Test	Co-Borrower	Jan 18, 1980	39	\$ 1,200.00
Total Household Income					\$ 26,160.00

AMI Category based on HUD Income Guidelines < 50% 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.*

Uploaded File Info	
Test Document.pdf	Remove

* 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: 15781
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	2020A DPP	
Current Member Institution Name	XYZ Bank	
Original Member Institution Name	XYZ Bank	
Beneficiary 1:	Test Test	
Beneficiary 2:		

Once submitted please allow a minimum of 10 business 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		11/20/2019 11:11:38 AM

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
- ! Data corrected by CID staff outside of terminal status

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Reservation Home ?

Grant Requested \$ 6,000.00
 Reservation Status Reservation Request Submitted
 Withdrawal Requested (Y/N)? N
 Set Aside Round 2020A DPP
 Current Member Institution Name XYZ Bank
 Original Member Institution Name XYZ Bank
 Beneficiary 1: Test Test
 Beneficiary 2:

Once submitted please allow a minimum of 10 business 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		11/20/2019 11:29:01 AM
	Reservation Request Pending		11/20/2019 11:11:38 AM

- ✗ Not Visited
- ✓ In Progress
- ✓ Complete
- 👤 Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed
- 🛑 Data corrected by CID staff outside of terminal status

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: 15779
 Beneficiary : Test Test

Reservation ▾ Dashboard Initiate ▾

Reservation Home ?

Grant Requested \$ 6,000.00
Reservation Status Reservation Request Clarification Pending
Withdrawal Requested (Y/N)? N
Set Aside Round 2020A DPP
Current Member Institution Name XYZ Bank
Original Member Institution Name XYZ Bank
Beneficiary 1: Test Test
Beneficiary 2:

Once submitted please allow a minimum of 10 business 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
test	RPAGANO	11/20/2019 11:38:45 AM

Status Changes Details

Changed From	Changed To	Changed By	Changed Date
Reservation Request Pending	Reservation Request Submitted		11/20/2019 11:33:32 AM
	Reservation Request Pending		11/05/2019 10:34:49 AM

✘ Not Visited
✓ In Progress
✓ Complete
i Modified by Community Investment Group staff
? Pending Clarification
? Clarification Addressed
o Data corrected by CID staff outside of terminal status

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- 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”.
- If no changes are necessary, you still must click **Save** and **Submit**.

INITIATE AND COMPLETE DISBURSEMENT REQUEST

***The following documentation should be available to process the following step:**

- 1. Final Closing Disclosure**
- 2. Underwriting Approval**
- 3. Certificate(s) of Completion –Homebuyer Education_ and Counseling (Note: For education, provider may be a HUD-approved counseling agency, Framework, eHome America, Fannie Mae HomeView, or Freddie Mac CreditSmart Homebuyer U. For counseling, provider must be a HUD-approved counseling agency.)**

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.

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

Reservation ID: 15751
Beneficiary : Test Test

Reservation ▾ Dashboard **Initiate** ▾

Reservation
Disbursement
 Withdraw

Reservation Home ?

Grant Requested \$ 6,000.00
Reservation Status Reservation Request Eligible
Withdrawal Requested (Y/N)? N
Set Aside Round 2020A DPP
Current Member Institution Name XYZ Bank
Original Member Institution Name XYZ Bank
Beneficiary 1: Test Test
Beneficiary 2:

Once submitted please allow a minimum of 10 business 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		11/20/2019 11:29:01 AM
	Reservation Request Pending		11/20/2019 11:11:38 AM

✗ Not Visited

✓ In Progress

✓ Complete

① Modified by Community Investment Group staff

? Pending Clarification

? Clarification Addressed

Ⓜ Data corrected by CID staff outside of terminal status

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Initiate Disbursement: Disbursement Information

- Click on Disbursement Request Amount to agree with the amount actually disbursed.
- Click **Next**.

Initiate Disbursement ?

1

Disbursement
Information

2

Additional Member
Contacts

Disbursement Member
Institution Name
Member Contact Name
Member Contact Email ahp-test@fhfbc.com

Correct Disbursement Amount
(Grant Amount) if applicable.

Approved Reservation Amount \$ 6,000.00

Disbursement Request Amount* \$ 6,000.00

Uses of Funds (Select at Least One)*

 Assistance with Acquisition Costs

Set-Aside Program Beneficiary Name(s)

Beneficiary 1

Last Name* Test

First Name* Test

Middle Initial

Beneficiary 2

(Required if two Applicants)

Last Name

First Name

Middle Initial

* Asterisk indicates required field.

Next

Cancel

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- Note that the Disbursement Request Amount(grant amount) should be the amount requested based on the homebuyer's **net** contribution detailed on the final closing disclosure.

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 \$10,000, a minimum contribution of \$1,000 is not required.

Initiate Disbursement: 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	✓

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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

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

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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: 15781
Disbursement ID: 14188
Beneficiary : Test Test

Disbursement ▾ Dashboard Initiate ▾

Disbursement Information Page 1 ?

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

What is the anticipated closing(settlement) date for this property? * 11/29/2019

Homeownership Education Completed?* Yes No

Homeownership Education was provided by * ABCD

Homeownership Counseling Completed?* Yes No

Homeownership Counseling was provided by * ABCD

Contract Sales Price* 110000

* Required to save the page
◆ Required prior to submission

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

Save Undo

Gather Final Closing Disclosure and Underwriting Approval Forms.

List the Homebuyer Education and Counseling provider(s).

Only certain providers for Homebuyer Education and Counseling are acceptable, see the DPP Program Guide for more information.

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***Beginning 2024:** For education, provider may be a HUD-approved counseling agency, Framework, eHome America, Fannie Mae HomeView, or Freddie Mac CreditSmart Homebuyer U. For counseling, provider must be a HUD-approved counseling agency.

<https://www.fhlbc.com/community-investment/downpayment-plus-programs/dpp-homebuyer-education>

Disbursement Information Page 2

Reservation ID: 24056
Disbursement ID: 20826
Beneficiary : Test Test

Disbursement Dashboard Initiate

Disbursement Information Page 2

1st Mortgage Amount*

APR %* %

Rate Type*

Term (# Months)*

Amortization Period (# Months)*

Rate Lock Period (# Months Fixed P&I)*

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

Purchaser of 1st Mortgage Loan

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

2nd Mortgage Amount*

2nd Mortgage Program

2nd Mortgage APR

2nd Mortgage Rate Type

2nd Mortgage Term (# Months)

2nd Mortgage Amortization Period (# Months)

2nd Mortgage Rate Lock Period (# Months P&I)

List all of the grants other than the FHILBC DPP grant, even if there are multiple grants.
If the loan and/or grant is non-forgivable record it as a second mortgage.

* 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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*Please note that if the DPP Online system logs you out, once you are logged back in to DPP Online a **Disbursement Number** has been created already. To finish the prepare to close step you will click on the disbursement number and go to the page that has a **red x**, or is not finished, and continue the process. (Please see below)

Dashboard ?

Select Round to Display

2022A DPP

Export

MemberDashBoard - Sidebar

Member Allocation Limit Total	\$ 420,000.00	Total Amount of Funds Reserved	\$ 89,999.00
Round Status	Open	Total Amount of Expired Reservations	\$ 42,000.00
Member Allocation Limit Remaining	\$ 330,001.00	Disbursement Requests Pending Submission	4
Reservation Requests Pending	1	Disbursement Request Submitted/Under Review	0
Reservation Requests Submitted	0	Total Disbursements Submitted	9
Reservation Requests Eligible	1	Total Disbursements Approved	9
Reservation Requests Ineligible	0	Disbursement Requests Rejected	0
Reservation Requests Expired	7	Total Amount of Funds Disbursed	\$ 54,000.00
Reservations Withdrawn	1	Homebuyers that Received Disbursements	9

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
27510	N/A		Amelia, S			Expired	\$ 6,000.00	Oct 20, 2022 12:00:00 AM	N	\$ 0.00		
27591	N/A		Paul, B			Expired	\$ 6,000.00	Oct 27, 2022 12:00:00 AM	N	\$ 0.00		
24877	21780		Lucas, J		Feb 18, 2022 02:12:42 PM	Disbursement Request Approved	\$ 6,000.00	May 25, 2022 12:00:00 AM	N	\$ 6,000.00	Mar 14, 2022	Mar 18, 2022

Disbursement Home 2

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**. Note that the CBE will need to be printed and brought to the closing to be signed by the borrower and member.

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](#)



FHLBank Chicago

Certificate of Borrower Eligibility and Disbursement Request Form
(To be Sent to FHLBC Along with other Documents at Post Closing)

Member and Borrower Information			
Member Name	<input type="text"/>		
Beneficiary	<input type="text" value="Test 1 Test"/>		
Co-Beneficiary	<input type="text"/>		
Property Address	<input type="text" value="123 Test, GLENWOOD, COOK, IL 60425"/>		
Census Tract	<input type="text" value="8287.01"/>		
Borrower's Certification			
Homebuyer Education	<input type="text" value="abcd"/>	Homebuyer Counseling	<input type="text" value="abcd"/>
Related Party Transaction	<input type="text" value="no"/>		
Number of Household Members	<input type="text" value="5"/>		
<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
Subsidy Information			
Amount	<input type="text" value="\$ 6,000.00"/>	Closing Date	<input type="text" value="30-Nov-21"/>
Household Income	<input type="text" value="\$ 27,085.50"/>	Use	<input type="text" value="Assistance with Acquisition Costs"/>

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 education and counseling was provided by an organization(s) approved by the Federal Home Loan Bank of Chicago as per the DPP Program Guide; 4) if any part of the grant was used to pay for the homebuyer/owner education, any costs related to that education were 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.

<Previous

Next>

FHA Documentation


If the 1st 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 and retain in the loan file at closing. It will look like the screenshot below. **Click Save**, then **Home**.

Reservation ID: 15781
Disbursement ID: 14188
Beneficiary : Test Test

Disbursement ▾ Dashboard Initiate ▾

FHA Documentation ?

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



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

November 20, 2019

Chicago IL

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

FHA Case Number ABCD

To Whom It May Concern:

On behalf of the Federal Home Loan Bank of Chicago ("FHLBC"), I am providing this letter solely for the purpose of satisfying the Federal Housing Administration's ("FHA") requirements applicable to a borrower's minimum required investment ("MRI"), as set forth in the U.S. Department of Housing and Urban Development ("HUD") Single Family Housing Policy Handbook (HUD Handbook 4000.1) with respect to the funds that the referenced borrower (whether one or more than one, the "Borrower") will use to meet the Borrower's MRI for the subject financing secured by an FHA-insured mortgage (the "Mortgage").

As an initial matter, the FHLBC is a government sponsored enterprise chartered by

* Required to save the page
◆ Required prior to submission


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

SaveUndo

[<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

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 clicking on the DPP Online link through eBanking, go to the “Select Round to Display” drop down box and select the correct program. This will bring you to your **dashboard**. Click on the disbursement number to complete the post-closing step.

Dashboard

Select Round to Display	<input type="text" value="2022A DPP"/>	<input type="button" value="Export"/>	MemberDashBoard - Sidebar
Member Allocation Limit Total	\$ 420,000.00	Total Amount of Funds Reserved	\$ 89,999.00
Round Status	Open	Total Amount of Expired Reservations	\$ 42,000.00
Member Allocation Limit Remaining	\$ 330,001.00	Disbursement Requests Pending Submission	4
Reservation Requests Pending	1	Disbursement Request Submitted/Under Review	0
Reservation Requests Submitted	0	Total Disbursements Submitted	9
Reservation Requests Eligible	1	Total Disbursements Approved	9
Reservation Requests Ineligible	0	Disbursement Requests Rejected	0
Reservation Requests Expired	7	Total Amount of Funds Disbursed	\$ 54,000.00
Reservations Withdrawn	1	Homebuyers that Received Disbursements	9

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
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>								
27510	N/A		Amelia, S			Expired	\$ 6,000.00	Oct 20, 2022 12:00:00 AM	N	\$ 0.00		
27591	N/A		Paul, B			Expired	\$ 6,000.00	Oct 27, 2022 12:00:00 AM	N	\$ 0.00		
24877	21780		Lucas, J		Feb 18, 2022 02:12:42 PM	Disbursement Request Approved	\$ 6,000.00	May 25, 2022 12:00:00 AM	N	\$ 6,000.00	Mar 14, 2022	Mar 18, 2022

Disbursement Information Page 3

Respond to the questions and upload the following documents:

- Closing Disclosure
- Signed Certificate of Borrower Eligibility
- Retention Agreement
- Homebuyer Education and Counseling Certificate (s)
- Completion of 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.

Disbursement Information Page 3 ?

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

10/24/2018

Disbursement Information
Page 3 - Sidebar

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
 Test Document.pdf
 Remove

Signed Certificate of Borrower Eligibility
 Uploaded File Info
 Test Document.pdf
 Remove

Retention Agreement*
 Uploaded File Info
 Test Document.pdf
 Remove

Homebuyer Education and Counseling Certificate (s)*
 Uploaded File Info
 Test Document.pdf
 Remove

Miscellaneous Documentation
 Browse... ?

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... ?

* 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	<input type="text"/>
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 Request Home ?

Reservation Approved Amount \$ 6,000.00
 Disbursement Request Amount \$ 6,000.00
 Disbursement Status Disbursement Request Pending
 Withdrawal Requested? N
 Set Aside Round 2022A DPP
 Current Member Institution Name BMO Harris Bank National Association | Chicago, IL
 Disbursement Member Institution Name BMO Harris Bank National Association | Chicago, 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	mmaser	11/16/2021 03:43.04 PM
	Prepare to Close Pending	mmaser	11/16/2021 03:15.56 PM

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 education and counseling was provided by an organization(s) approved by the Federal Home Loan Bank of Chicago as per the DPP Program Guide; 4) if any part of the grant was used to pay for the homebuyer/owner education, any costs related to that education were 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.

- ✘ Not Visited
- ✓ In Progress
- ✓ Complete
- ① Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed
- Ⓞ Data corrected by CID staff outside of terminal status

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 Disbursement 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 Disbursement Status has changed from “Disbursement Request Clarification Pending” to “Disbursement 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 evident that the closing will not happen for the household or property, the reservation must be withdrawn.**

- 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.
- When FHLB Chicago approves your Withdraw Request, you will receive an email notification and see that the status of the reservation changes to Reservation Request Withdrawn.

Reservation ID: 15779
 Beneficiary : Test Test

Reservation ▾
Dashboard

 Initiate ▾
 Reservation
 Disbursement
Withdraw

Reservation Home ?

Grant Requested \$ 6,000.00
Reservation Status Reservation Request Clarification Pending
Withdrawal Requested (Y/N)? N
Set Aside Round 2020A DPP
Current Member Institution Name XYZ Bank
Original Member Institution Name XYZ Bank
Beneficiary 1: Test Test
Beneficiary 2:

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

Administrator Comments

Clarification	created by	created date
test	RPAGANO	11/20/2019 11:36.45 AM

Status Changes Details

Changed From	Changed To	Changed By	Changed Date
Reservation Request Pending	Reservation Request Submitted		11/20/2019 11:33.32 AM
	Reservation Request Pending		11/05/2019 10:34.49 AM

Once submitted please allow a minimum of 10 business 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.

✖ Not Visited

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>Reservation Request Pending – A reservation request has been initiated, but not yet submitted. You may begin and save your progress on the reservation request and return to complete the work at a later time/date.</p>
<p>Reservation Request Submitted – 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>Reservation Request Under Review – Request is under review by FHLB Chicago.</p>
<p>Reservation Request Clarification Pending – Reservation has a clarification request outstanding. You can only edit the pages where FHLB Chicago has indicated clarification is needed.</p>
<p>Reservation Request Clarification Submitted – Clarification has been submitted, returning the reservation request to FHLB Chicago. You cannot edit the clarification once submitted.</p>
<p>Reservation Request Ineligible – The request has been reviewed, and FHLB Chicago has determined the participant is <u>not</u> eligible for a reservation.</p>
<p>Reservation Request Eligible – The request has been reviewed, and FHLB Chicago has determined the participant is eligible for a reservation.</p>
<p>Disbursement Request Pending – A disbursement request has been initiated, but not yet submitted. You may begin and save your progress on the disbursement request and return to complete the work at a later time/date.</p>
<p>Disbursement Request Submitted – 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>Disbursement Request Under Review – Request is under review by FHLB Chicago.</p>
<p>Disbursement Request Clarification Pending – Request has a clarification request outstanding.</p>
<p>Disbursement Request Clarification Submitted – The clarification request has been submitted to FHLB Chicago.</p>

<p>Disbursement Request Rejected – The request has been reviewed by FHLB Chicago and been determined <u>not</u> eligible for reimbursement.</p>
<p>Disbursement Request Approved – 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>Withdraw Request Submitted – A request has been submitted to FHLB Chicago to withdraw the application.</p>
<p>Reservation Request Withdrawn – FHLB Chicago has approved withdrawal request.</p>
<p>Expired – 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:

Dashboard

Select Round to Display: 2022A DPP

[Export](#)
Member Dashboard - Sidebar

Member Allocation Limit Total	\$ 420,000.00	Total Amount of Funds Reserved	\$ 89,999.00
Round Status	Open	Total Amount of Expired Reservations	\$ 42,000.00
Member Allocation Limit Remaining	\$ 330,001.00	Disbursement Requests Pending Submission	4
Reservation Requests Pending	1	Disbursement Request Submitted/Under Review	0
Reservation Requests Submitted	0	Total Disbursements Submitted	9
Reservation Requests Eligible	1	Total Disbursements Approved	9
Reservation Requests Ineligible	0	Disbursement Requests Rejected	0
Reservation Requests Expired	7	Total Amount of Funds Disbursed	\$ 54,000.00
Reservations Withdrawn	1	Homebuyers that Received Disbursements	9

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
27510	N/A	Amelia, S				Expired	\$ 6,000.00	Oct 20, 2022 12:00:00 AM	N	\$ 0.00		
27591	N/A	Paul, B				Expired	\$ 6,000.00	Oct 27, 2022 12:00:00 AM	N	\$ 0.00		
24977	21780	Lucas, J			Feb 18, 2022 02:12:42 PM	Disbursement Request Approved	\$ 6,000.00	May 25, 2022 12:00:00 AM	N	\$ 6,000.00	Mar 14, 2022	Mar 18, 2022

- **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.