

# Downpayment Plus<sup>®</sup> Programs Program Guide 2017



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## **I. PROGRAM OVERVIEW**

The Federal Home Loan Bank of Chicago's (FHLBC) 2017 Affordable Housing Program Implementation Plan establishes the initial requirements of the Bank's set-aside program. The Downpayment Plus<sup>®</sup> (DPP<sup>®</sup>) Programs are the set-aside programs established by the Bank.

### **Program Description**

**Downpayment Plus<sup>®</sup> (DPP<sup>®</sup>)** is a matching program funded by the FHLBC that provides down payment and closing cost assistance for very low-, low-, and moderate-income homebuyers. Funds are available to qualifying borrowers through FHLBC member financial institutions. The assistance provided is in the form of a forgivable grant (subsidy) paid on behalf of the borrower at the time the borrower closes on first mortgage financing with a participating FHLBC member financial institution. The DPP Program is a purchase program, not a refinance program.

**Downpayment Plus Advantage<sup>®</sup> (DPP Advantage<sup>®</sup>)** is a similar program, but assists very low-, low-, and moderate-income homebuyers participating in homeownership programs offered by non-profit organizations in Illinois or Wisconsin that provide mortgage financing directly to the homebuyer. Non-profit organizations providing direct first mortgage financing, such as Habitat for Humanity, must partner with an FHLBC member financial institution in order to access DPP Advantage.

### **How to Participate**

Any FHLBC member institution in good standing may apply to participate in the DPP Programs. Members wishing to participate in the DPP Programs must execute a Program Agreement with the FHLBC.

The DPP Programs are accessed through eBanking, the FHLBC's member-only website. The institution's Member Security Administrator must authorize one or more individuals to conduct DPP transactions in eBanking.

Upfront review of homebuyer eligibility and program compliance are crucial since the member must disburse subsidies to homebuyers before receiving the funds from the FHLBC. Ineligible use of DPP funds can result in a reduction or denial of reimbursement.

### **Timeline – Annual Program**

The DPP Programs typically open in the first calendar quarter and continue until funds are exhausted or until the program year ends, no later than March 31<sup>st</sup> of the following year.

## **Summary of Key Changes for 2017**

- Maximum grant amount change - The maximum grant amount of \$6,000 is further capped this year based on a 3:1 match of the homebuyer's net contribution. If the homebuyer contributes \$2,000 or more towards the purchase, they will be eligible for the maximum \$6,000 DPP grant. If the homebuyer contributes the minimum required contribution of \$1,000, the maximum DPP grant amount will only be \$3,000, not \$6,000. The DPP Advantage Program is exempt from the 3:1 match rule.

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

<b><u>Homebuyer's Net Contribution</u></b>	<b><u>Maximum Grant Amount</u></b>
\$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. It can be any amount between \$3,000 and \$6,000 based on three times the homebuyer's net contribution. "Homebuyer's net contribution" is defined as *the homebuyer's gross contribution minus any cash back at closing*.

Hint: Once grant funds are reserved in DPP Online, the reservation amount may be subsequently lowered, but not increased. If the net contribution is uncertain at the time of reservation, members may wish to reserve the maximum grant amount, and subsequently lower the grant amount, if needed, during the "Prepare To Close" step (after the Closing Disclosure is final).

- Non-compliance with the 3:1 match guideline - The penalty for non-compliance is significant. The Bank will not reimburse the member for funds reserved and closed in excess of the maximum grant allowed for the amount of the homebuyer's net contribution.
- DPP Program Agreement - [The Program Agreement](#) used for the 2017 DPP Program is no longer an "annual" agreement. There is no expiration date.
- "Enrollment Date" Definition Change - The "enrollment date" definition included in the income calculation guidelines has changed *from*, "The date the member determines that the household was income eligible for DPP assistance. The date may not be before the executed purchase contract date," *to*, "The date the member or sponsor determined that the household was income eligible for DPP/AHP assistance based on the income documents provided."
- "Reservation Expiration Date" Change - Reservations will expire 90 days from the FHLBC's approval of the reservation. Previously, reservations expired 120 days from the FHLBC's approval of the reservation. Members must submit a Disbursement Request prior to the 90-day expiration date.
- Forms, Documents and Instructional Procedures - Most forms, documents and instructional procedures have been updated, and are available as links on the [last page of this guide](#). You will want to ensure that you are using the most current forms per the links in this guide.

## **II. PROGRAM REQUIREMENTS**

### **Subsidy**

#### **Terms and Documentation**

The subsidy is provided in the form of a forgivable grant that is secured with a retention agreement and forgiven on a *pro rata* basis over five years.

The grant must be identified on the Closing Disclosure as “FHLBC DPP Grant” or “FHLBC DPP Advantage Grant.” Failure to properly identify the DPP grant can result in delay of the member’s reimbursement.

More information on the retention period and repayment requirements is found in [Section V](#) and the Retention Agreement template (Illinois and Wisconsin properties only) is found in [Section VI](#). The member shall be responsible for ensuring that the retention agreement is enforceable under applicable law, is in the proper form for recording under applicable law, and is properly recorded in the member’s name.

#### **Maximum Grant per Household**

The maximum grant per household is determined annually and may be modified during the year.

For the DPP general pool, the maximum grant per eligible household is the lesser of:

- (1) Three times the homebuyer’s contribution
- (2) \$6,000 or
- (3) 25% of the first mortgage amount.

For the DPP Advantage pool, the maximum grant per eligible household is the lesser of:

- (1) \$6,000 or
- (2) 25% of the first mortgage amount.

Members will not be reimbursed for grant amounts in excess of the maximum allowable grant amount.

DPP and DPP Advantage funds may not be used with other FHLBC AHP subsidies for down payment, closing-cost assistance, or homeownership counseling costs for the same borrower in the same transaction.

If the household received a DPP/AHP grant within the past five years, the household is not eligible for a DPP or DPP Advantage grant.

#### **Maximum Subsidy per Member**

DPP: The 2017 DPP per-member cap is \$420,000, and may be modified during the year. The funds are made available on a loan-by-loan, first-come, first-served basis until the annual DPP allocation is exhausted.

DPP Advantage: There is no limit on the number of DPP Advantage subsidies one member can provide in a program year. The funds are made available on a loan-by-loan, first-come, first-served basis until the annual allocation is exhausted. Funds accessed under the DPP Advantage Program are not applied toward the member DPP maximum.

## **Member Requirements**

- 1) Enroll in the program and execute the [DPP Program Agreement](#).
- 2) Verify that the household is income eligible based on the FHLBC's published [HUD Income Guidelines](#) and the [Income Calculation Guidelines](#) in use at the time of reservation.
- 3) Reserve DPP funds through the DPP Online system after obtaining the executed purchase contract and mortgage application.
- 4) Determine that the household has a sufficient stream of income to independently support the home purchase. Transactions involving co-signors, guarantors, or non-occupying co-borrowers are not eligible for a DPP grant. If the first mortgage has a debt-to-income ratio greater than 45%, the member must submit an explanation of affordability.
- 5) Upload the Income Calculation Workbook, income verification documents, and other required data to the DPP Online system within 30 days of reservation initiation.
- 6) Ensure that the borrowers meet the homebuyer counseling requirements.
- 7) Ensure that the borrowers meet the \$1,000 minimum contribution requirement for the DPP Program (not applicable for DPP Advantage).
- 8) Ensure that the grant amount does not exceed the maximum amount based on the 3:1 match of the homebuyer's contribution. The DPP Advantage Program is exempt.
- 9) Ensure that the borrowers do not receive cash back at closing in excess of \$250.
- 10) Originate and/or fund the homebuyer's first mortgage loan, if providing grant funds through the DPP Program.
- 11) Verify that the organization making the loan is a not-for-profit organization, if providing grant funds through the DPP Advantage Program.
- 12) Disburse the grant funds when the first mortgage loan is closed.
- 13) Execute the [retention agreement](#) for the DPP grant.
- 14) Record the retention agreement for the DPP grant.
- 15) Upload the closing documents into the DPP Online system within two weeks of the loan closing date.
- 16) Service the DPP retention vehicle during the five-year retention period. Even if the first mortgage has been sold, the servicing responsibilities of the DPP grant are retained by the originating member.
- 17) Record a release of the retention vehicle at the end of the retention agreement.

## **Homebuyer Requirements**

- 1) Apply for first-mortgage financing with a participating FHLBC member.
- 2) Provide an executed purchase contract.
- 3) Disclose current income sources and pending changes in income or employment status. Provide income verification documents as requested.
- 4) Contribute a minimum of \$1,000 from personal funds toward the purchase of the home for DPP.
- 5) Complete a homebuyer counseling program prior to receiving grant funds.
- 6) Sign all required documents including, but not limited to:
  - The Certificate of Borrower Eligibility certifying household income, and
  - A retention agreement for the DPP grant to be recorded on the property.
- 7) Repay a *pro rata* share of the grant, if necessary, due to sale or refinancing before the end of the five-year retention period.

## **Homebuyer Counseling**

All borrowers named on the Closing Disclosure form must complete homebuyer counseling. The homebuyer counseling program must be provided by an organization recognized as experienced in homebuyer or homeowner counseling, or based on such a program. The member must complete and submit the [Certificate of Homebuyer Education](#), signed by the borrowers and member, with the closing documents.

Counseling education must include comprehensive financial literacy education and information that alerts borrowers to potential predatory lending practices. The level of required counseling is based on the homebuyer's credit score. View the [Homebuyer Counseling Checklist](#) in the [Forms and Information Links section](#) for details. If the household includes more than one homebuyer and the homebuyers are taking the counseling course together, the checklist used should be based on the borrower with the lowest credit score. Online counseling may be used to assist in meeting the DPP counseling requirements, but cannot be solely used.

Counseling costs may be paid with the DPP grant if:

- The costs are incurred for counseling provided by an organization, other than the member institution, to homebuyers who actually purchase a DPP-assisted unit; and
- The cost has not been covered by another funding source, including the member; and
- The cost to be covered by the DPP grant does not exceed \$700 per household; and
- The cost is identified on the Closing Disclosure form.

If the FHLBC member provides the counseling, a fee cannot be charged for this service. If the member charges a fee, the member's DPP reimbursement will be reduced accordingly.

For a list of HUD-certified homebuyer counselors in your area, go to:

<https://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm>

## **Homebuyer Contribution**

The homebuyer must contribute a minimum of \$1,000 from their own funds toward the purchase transaction. Any cash back at closing reduces the homebuyer contribution amount. A homebuyer contributing \$2,000 or more is eligible to receive the maximum \$6,000 DPP grant. A contribution between \$1,000 - \$2,000 will be multiplied by three to determine the maximum allowable DPP grant amount.

The contribution can be in the form of earnest money, cash at closing, or costs related to the transaction paid outside of closing. Such contribution amounts must be identified on the Closing Disclosure or documented with receipts submitted with the Closing Disclosure. Homebuyers receiving a DPP Advantage grant are not required to contribute \$1,000 toward the transaction, nor is the maximum allowable grant amount based on their contribution amount.

A homebuyer may receive up to \$250 cash back at closing. However, any cash back to the homebuyer reduces the homebuyer contribution amount.

Any cash back in excess of \$250 will be deducted from the member's DPP reimbursement. Funds in excess of \$250 should be applied as a credit to reduce the principal balance of the first mortgage loan. Evidence of this credit must be included as part of the Closing Disclosure form submitted via the DPP Online system.

## **Property Requirements**

One or two-unit properties are eligible. The property must be purchased as the borrower's primary residence. For the DPP Program, the property may be in any state where the member does business. For the DPP Advantage Program, the property must be in Illinois or Wisconsin.

The property can be attached, detached, or a condominium. Manufactured homes titled as real estate are also eligible. New construction must be completed before closing. Any rehab work funded with a DPP grant must be completed before the member obtains reimbursement of the grant.

Property for which the homebuyer is converting a contract or contract-for-deed to a regular mortgage is also eligible. Borrowers must make their \$1,000 contribution at the time the contract is converted.

If the homebuyer is related to the seller, an independent appraisal of the property must be obtained from a state-certified or licensed appraiser dated within six months of the closing date, and the sales price may not exceed the appraised value. "Related" is defined as parent, grandparent, child, grandchild, brother, sister, aunt, or uncle of any household member.

Members may sell qualifying REO properties in their portfolio using DPP assistance. Members must obtain an independent appraisal as outlined above, and the sales price may not exceed the appraised value. All other DPP Program requirements must be met.

Short sale properties are eligible. However, lenders should not reserve DPP funds until the investor accepts the offer.

## **Eligible Uses of Subsidy Funds**

- Down payment and closing cost assistance;
- Escrow reserves deposited with the lender for property taxes, insurance, or monthly assessments;
- Escrow for eligible rehabilitation costs directly associated with acquisition. An independent property inspection report and a [Scope of Work and Certification Form](#) are required if escrowing for rehab, and DPP grant reimbursement occurs after completion of work (See Forms, Procedures and Information Links, [Rehab Guidelines](#));
- Homeownership counseling costs if they meet eligibility requirements.

## **Ineligible Uses of Subsidy Funds**

- More than \$250 cash back to the homebuyer at closing;
- Reimbursement of earnest money, deposits, or costs paid outside of closing (in excess of the above-mentioned \$250 cash back);
- Escrow for new construction;
- Interest rate write-down on mortgage;
- Payment of non-housing-related costs. Such costs include, but are not limited to, debt collections, credit card bills, child support payments, and federal or state income taxes;
- Payment of property taxes or utility bills incurred by the seller, or other expenses unrelated to the purchase transaction that are owed by the seller;



- Pre-paid life insurance;
- Use with any other AHP subsidy for the same homebuyer in the same transaction;
- Fees for homebuyer counseling provided by the member institution.

### **First Mortgage Requirements**

- The loan term must be a minimum of five years. On adjustable-rate mortgages, the initial interest rate lock period must be a minimum of five years.
- Interest-only first mortgages are not eligible for the DPP Program.
- The lender must consider the homebuyer's ability to repay mortgage financing. Lenders originating loans with total debt-to-income ratios exceeding 45% must provide a written explanation regarding household affordability.
- Lenders have used a wide range of mortgage programs, including HUD Section 184, FHA, VA, Rural Development, or state housing agency (IHDA or WHEDA) first mortgage products. Members should check with the secondary market investor/guarantor as to its requirements for purchasing first mortgage loans where there is a recorded retention agreement on the property from a down payment assistance subsidy. Members must follow both DPP guidelines and the first mortgage lender/investor/guarantor guidelines.
- DPP funds may not be used with construction-period financing or single-close products if the construction has not yet been completed.
- The rate of interest, points, fees, and any other charges for all loans made in conjunction with a DPP grant shall not exceed a reasonable market rate of interest, points, fees, and other charges for loans of similar maturity, terms, and risk. Excessive or unreasonable closing fees may require explanation and could result in a reduction of the member's DPP reimbursement.
- The subsidy may be combined with federal, state, and local grants or loans, such as HOME funds.
- The member is not required to hold the DPP recipient's first mortgage loan in its portfolio.
- Though the FHLBC member may elect to have an agent service its DPP retention agreement, the member may not transfer the DPP retention agreement to another party without the FHLBC's prior express written consent.

If the first mortgage product is FHA, please be aware of the following, which may assist in meeting HUD's reporting requirements:

- The DPP Program is a Federal Home Loan Bank Homeownership Set-Aside Grant Program, as defined by HUD.
- Federal Home Loan Bank of Chicago's HUD Lender ID: 94089
- Federal Home Loan Bank of Chicago's EIN: 36-6001019

### **III. STEP-BY-STEP OVERVIEW**

#### **Member Enrollment**

- 1) Member executes the enrollment form ([DPP Program Agreement](#)).
- 2) Member sends the enrollment form to the Member Support desk, as per enrollment instructions.
- 3) Member Support desk obtains the required FHLBC signature.
- 4) Community Investment department activates the member in DPP Online.
- 5) If members are active in eBanking, members may set up their DPP Online users at any time in preparation for DPP Online activation.
- 6) Members may begin to market the program in preparation for the program opening.

#### **Member Reservation of DPP Funds**

- 1) Members may reserve DPP funds through the DPP Online system for households with an executed purchase contract and a first mortgage loan application on file.
- 2) Members should utilize the [Reservation Document Checklist](#) to gather, scan, and upload the documents required by DPP Online. A completed [Income Calculation Workbook](#) is also required. The Bank may cancel the reservation if the required income data and documents have not been submitted within thirty (30) days of the member's initiation of the reservation, unless extended by the Bank.
- 3) The FHLBC will review the household application and provide a decision via the DPP Online system. The FHLBC requires two weeks after all required data and documents are received to provide an approval decision.
- 4) Missing documents, an incomplete/incorrect income calculation workbook, or additional clarification may delay the approval decision.

#### **Prepare to Close**

- 1) After the reservation is approved by the FHLBC, the member may advance to the Prepare to Close step. Before the closing, the member must key the remaining required data, including the final Closing Disclosure information, into DPP Online.
- 2) After keying in the required data, the member is required to print the Certificate of Borrower Eligibility to be signed at closing by both the borrower(s) and the member.
- 3) If the first mortgage is reported as FHA-insured, and DPP funds are used to fund the borrowers' MRI (Minimum Required Investment), HUD may require a letter from the government entity providing the funds. The DPP Online system generates a letter issued by the Federal Home Loan Bank of Chicago upon request.

### **Member Closing of Mortgage Loan and Request for Funding of DPP Grant**

- 1) Member initiates disbursement in DPP Online and prints applicable documents for closing.
- 2) Member closes first mortgage loan, advances the DPP grant funds, and executes the retention agreement.
  - The borrower may not receive more than \$250 in cash back at closing. Excess grant is to be applied, at closing, as a credit to reduce the principal of the mortgage loan.
  - The subsidy must be identified on the Closing Disclosure as “FHLBC DPP Grant” or “FHLBC DPP Advantage Grant.”
- 3) Member uploads post-closing documents to DPP Online and submits a disbursement request:
  - Closing Disclosure (most recent);
  - Certificate of Borrower Eligibility signed by member and borrower(s);
  - [Retention Agreement, executed, not yet recorded;](#)
  - [Homebuyer Education and Counseling Checklist](#), filled out and signed by counselor;
  - [Certificate of Homebuyer Education and Counseling](#), signed by counselor, borrower, and lender;
  - [Rehab/Repair Worksheet](#), with support, if applicable;
  - Property inspection reports, if applicable;
  - Explanatory statement if debt ratio >45%.
- 4) FHLBC reviews the closing documents, requests corrections or clarification if necessary, and reimburses the member by crediting the DPP funds to the member's DID account at the FHLBC. Notification of deposit is made to the member contact via email. Deposits are also reflected in the FHLBC's online eBanking statements.
- 5) The Bank may cancel the Member's reservation if the disbursement request has not been submitted within ninety (90) days of the Bank's reservation approval, unless extended by the Bank.
- 6) The total processing time from receipt of the complete disbursement request to the deposit of DPP funds by the FHLBC into the member's DID account is approximately three to four weeks.

#### IV. DETERMINING INCOME ELIGIBILITY

Income eligibility is based on the household's projected annual income. Members must use the [Income Calculation Guidelines](#) to determine a household's annual income.

Determination of income eligibility will be primarily based on the income documentation submitted in support of the reservation. However, pending income or employer changes, or other factors used to approve the first mortgage, must also be disclosed and considered. Members must calculate the annual income for each household member aged 18 years and older. The information will be totaled to determine the household's annualized income, which will then be used to determine whether the household is income-eligible for DPP assistance. Eligible households must have annualized incomes of less than or equal to 80% of HUD's area median income for the county in which the home to be purchased is located.

Members must collect and submit income documentation used to calculate a household's annualized income. Income information will be collected using the [Beneficiary Questionnaire](#), verification of employment, paystubs, and/or other source documents. The income documentation submitted for DPP grant approval should be identical to that obtained by the member in support of the first mortgage approval.

Detailed information on calculating income and determining income eligibility is found in the [Income Calculation Guidelines](#).

Members must submit the following documentation through DPP Online as per the [Reservation Document Checklist](#):

- 1) Purchase Contract
- 2) [Beneficiary Questionnaire\(s\)](#)
- 3) First Mortgage Application
- 4) Income documents for all sources of income: (e.g., paystubs, VOE, award letters, [Certification\(s\) of Zero Income and Tip Income](#), if applicable).
- 5) [Income Calculation Workbook](#)
- 6) Lease Agreement or Appraisal, if purchasing a two-unit property

## **V. RETENTION AND MONITORING (SERVICING) REQUIREMENTS**

Subsidies are subject to a 60-month retention agreement to ensure that the property is retained as affordable housing. The retention period commences on the date the loan is closed. If the subsidy recipient owns the home for the full term, the subsidy is forgiven at the conclusion of the retention period. The member is required to record a retention agreement on the property for the amount of the DPP subsidy.

The member is responsible for monitoring (servicing) and releasing the retention vehicle, even if the member has sold the related first mortgage. During the five-year retention period, the member must report to the FHLBC any activity resulting in a release of the DPP retention vehicle. Such activity includes a sale of the property, refinancing (if releasing the retention vehicle), foreclosure, deed in lieu of foreclosure, death of beneficiary, or assignment of an FHA-insured mortgage.

### **Foreclosure, Death, or Assignment to HUD**

In the case of a foreclosure or conveyance of the property to the first-mortgage lender by a deed in lieu of foreclosure, the obligation to repay any unforgiven grant is terminated. Additionally, the obligation is terminated upon the death of all borrowers or when an FHA-insured mortgage is assigned to the Secretary of the U.S. Department of Housing and Urban Development.

Evidence documenting the foreclosure, deed in lieu of foreclosure, or assignment must be provided to the FHLBC. Any cash out to the borrower must be approved by the FHLBC in advance of the foreclosure or provision of a deed in lieu of foreclosure.

### **Home Equity Loans**

The retention agreement for the DPP grant must be subordinated to a home equity loan upon request.

### **Refinance**

If the borrowers wish to refinance their first mortgage during the five-year retention period, the member may:

- Subordinate the DPP retention agreement, if requested, to the new mortgage.
- Provide a payoff quote on the unforgiven portion of the DPP grant, if the borrower wishes to release the DPP retention agreement. Use the [Repayment Worksheet](#) in [Section VI](#).

The member may not prohibit borrowers from refinancing the first mortgage during the retention period or refuse to subordinate the DPP retention agreement. The member also may not require borrowers to maintain the retention agreement, or itself refuse to maintain a retention agreement after the refinancing.

## **Repayments**

The borrower must repay a *pro rata* portion of the grant from any net gain realized in the following circumstances:

- In the case of a sale prior to the end of the retention period, unless the unit is sold to a purchaser with very low, low, or moderate income (at or below 80% AMI). Upon the sale to a very low-, low-, or moderate-income purchaser, the retention vehicle terminates.
- In the case of a refinancing prior to the end of the retention period, unless the unit continues to be subject to a legally enforceable retention vehicle as permitted under the DPP Program.

Net gain will be calculated based on the FHLBC's definition of net gain at the time the property is sold or refinanced, as indicated on the Repayment Worksheet. The amount of repayment cannot exceed the amount of net gain realized by the borrower on the sale or refinance.

The grant is forgiven on a *pro rata* basis over a 60-month period. Forgiveness of the grant is based on the number of full months the home is owned. A month is calculated from the exact date of the loan closing to the corresponding date one month later. No forgiveness will be recognized for partial months.

A [Repayment Worksheet](#) is available on the FHLBC's website and in [Section VI](#) of this document.

## **DPP Program Questions?**

Members may submit questions to [dpp@fhlbc.com](mailto:dpp@fhlbc.com), or call us at (312) 565-5824, option 1.

## **VI. Forms, Procedures and Information Links**

### **A. MEMBER ENROLLMENT FORM**

[DPP Program Agreement](#)

### **B. HOUSEHOLD APPLICATION/INCOME FORMS AND LINKS**

[HUD Income Guidelines](#)  
[Census Tract Locator](#)  
[Beneficiary Questionnaire](#)  
[Income Calculation Guidelines](#)  
[Income Calculation Workbook](#)  
[Certification of Zero Income](#)  
[Certification of Tip Income](#)  
[Rehab Guidelines](#)  
[Reservation Document Checklist](#)

### **C. CLOSING AND RETENTION DOCUMENT FORMS AND LINKS**

[HUD Approved Homebuyer Counselors](#)  
[Homebuyer Counseling Checklist](#)  
[Certificate of Homebuyer Education and Counseling](#)  
[Retention Agreement \(IL and WI Sample\)](#)  
[Retention Agreement Cover Page \(WI\)](#)  
[Retention Agreement Member Notary Page](#)  
[Scope of Work and Certification Form \(Escrow for Rehab\)](#)  
[Glossary of Terms](#)  
[Closing Document Checklist](#)

### **D. PROCEDURES**

#### **1. Determining Income Eligibility**

[Income Calculation Workbook Instructions](#)

#### **2. DPP Online System Guide - Processing a DPP Grant Application**

[Initiate a Reservation of Funds](#)  
[Complete Reservation – Submit Income Verification Documents](#)  
[Clarification Request - Reservation](#)  
[Prepare to Close – Disbursement Request](#)  
[Post Closing – Disbursement Request](#)  
[Clarification Request – Disbursement](#)  
[Withdrawing a Reservation](#)  
[Appendix A – Reservation and Disbursement Status Descriptions](#)  
[Appendix B – Dashboard and Navigation Tips](#)

#### **3. Servicing the DPP Retention Vehicle**

[Repayment Worksheet Instructions](#)

### **E. OTHER DOCUMENTS AND LINKS**

[DPP Online Troubleshooting Guide](#)  
[Timeline Management](#)  
[DPP Product Sheet](#)  
[Predatory Lending Brochure](#)  
[Participating Lenders](#)  
[Marketing Contact Change Form \(DPP website\)](#)  
[DPP Overview – Webinar](#)  
[Repayment Worksheet](#)