



Housing Our Workforce

**2019 Housing Our Workforce
Final Steps: Requesting A Disbursement**

Agenda

- Program Overview
- Establishing a HOW Workflow
- Requesting a Disbursement
- Required Data for Disbursement Request
- Required Disbursement Documents
- Member Action Required (MAR)
- Requesting a Disbursement Using Online System
- Managing HOW Pipeline After the Closing
- Monitoring and Retention
- General HOW Reminders
- Homeownership Assistance Programs Comparison Grid
- Resources

Program Overview

- Down-payment assistance grant of up to **\$20,000; two-to-one match that must be documented**
 - Homebuyer's down payment must be evidenced on the executed Purchase and Sales Agreement.
 - Contribution must be the homebuyer's own funds and not a gift or gift of equity. The homebuyer can receive additional gift or gift of equity in the transaction; however, these sources of funds will not be calculated in the two-to-one match.
 - HOW grant is only for down-payment assistance at time of P&S not homebuyer's cash to close on the Closing Disclosure.
- Eligible household incomes over **80% and up to 120% of AMI**
- Can be combined with other subsidy programs (except AHP)
- Homebuyers must receive homeownership education/counseling even if they are not a first-time homebuyer
- **Funds must be disbursed on or before December 31, 2019**
- FHLBank requires an executed 5-year retention document at closing:
 - HOW Standard Mortgage
 - Deed Restriction (FHA only)
 - HOW Note (covers standard and deed restriction)

Establishing a HOW Workflow

Homebuyer Selected



Executed P&S Agreement



Online Income Calculation/Enrollment

FHLBank Boston reviews and approves | Allow 15 business days



Close on Purchase



Request Disbursement/Reimbursement

FHLBank Boston reviews, approves, disburses | Allow 20 business days

Requesting a Disbursement

- Purchase transaction closing must be completed.
- The HOW retention document (HOW Mortgage/Deed Restriction (FHA)) is executed at time of closing and recorded with the Registry of Deeds, securing grant funds to subject property.
- HOW Note is executed detailing the terms and conditions of the program.
- **Note: Disbursements can only be requested through the online system <https://housing.fhlbboston.com/>.**
- HOW funds are reimbursed once all documents have been reviewed.
- HOW grant is only for down-payment assistance at time of P&S not homebuyer's cash to close on the Closing Disclosure.
- Allow **20 business days** for review by FHLBank Boston once all documents have been received.

Required Disbursement Documents

Documents required at time of disbursement:

- For all mortgage liens:
 - Closing disclosure, executed by buyer, for all mortgage liens required to complete transaction
 - Retention documents for additional liens and/or DPA
- Homebuyer counseling certificate
- Recorded retention documents – Note & Mortgage 2019 versions

Required Disbursement Documents

Buyer's Closing Disclosure: Quality Control items to be verified at disbursement


- Buyer/Seller/Property Address/Member/Closing Date
- Contract sales price (page 3, borrower's transaction, sec. K, line 01)
- Earnest money down payment (page 3, borrower's transaction, other credits, line 06/07) must match P&S for the **two-to-one matching grant**
- Loan program (page 1)
- Total loan costs
 - (page 2, Sec. D, closing costs; subtotal (A+B+C), first column only-Borrower-paid at closing)
 - Cash (To/From) the borrower at closing (page 3, bottom)
 - Cash to borrower cannot exceed **\$250**

Required Disbursement Documents

Homebuyer Counseling Certificate:

- One adult household member must complete counseling
- Completed 24 months prior to closing from approved agency (CHAPA, HUD, or NISHEC)
 - Published list can be found through online system 'Help Topic'

List of Homebuyer or Homeownership
Counseling Agencies [Help Topic](#)



If homebuyer owned a primary residence, they must sell current primary residence before closing on new primary:

- Fully executed seller CD evidencing sale of current primary

Required Disbursement Documents

HOW Standard Mortgage or Deed Restriction (FHA only):

- Only to be used for FHA loan products!
- Must use 2019 version (located on Bank's website)
- Homeowner(s) to execute at closing
- Paragraph 1, must match and support closing documents
- Paragraph 5, HOW grant amount must match CD, Note and system entry
- MA, NH, ME, RI & VT must be notarized and witnessed
- CT HOW mortgage must be witnessed by 2 different individuals and notarized

Required Disbursement Documents

HOW Note:

- Homebuyer(s) to execute at closing
- Paragraph 1, must match and support closing documents
- The HOW note covers both the Standard HOW Mortgage and the Deed Restriction
 - The HOW note must be amended by the member to allow for the use of the standard mortgage of deed restriction

EXAMPLE:

1. BORROWER'S ACKNOWLEDGMENTS AND AGREEMENTS

A. The Borrower hereby agrees that the Lender and the Federal Home Loan Bank of Boston (the "Bank") or its designee shall be given thirty (30) days prior written notice of a sale, refinancing, or transfer of the Property (as defined in that certain **Subordinate Mortgage (or Deed Restriction, as applicable)**, of even date herewith, executed by Borrower in favor of Lender (as amended from time to time, the "Security Agreement")) that secures this Note during the five-year term of this Note (such five-year period, the "Retention Period").

Required Data for a Disbursement Request

Required data entry and confirmation by member at time of disbursement:

- Homebuyer information
- Property location - must match Exhibit A
- Ratios – monthly housing payment (**cannot exceed 37% maximum**)
- Purchase transaction details
- Earnest money down payment - must match P&S
- Loan program – Fixed/ARM
- Customary closing costs
- Eligible use of HOW grant funds- **DOWN PAYMENT ONLY**
- Cash to the borrower cannot exceed **\$250**

Member Action Required

- If a disbursement is missing required documentation, the disbursement will be placed into Member Action Required (MAR) status and the member will receive notification via email. Examples that a disbursement would be placed into MAR status include the following:
 - Missing recorded HOW Mortgage and/or executed HOW Note with correct program year and revision date
 - HOW retention documents that do not include the appropriate borrower and non-borrower names in accordance with the first mortgage financing
 - Final Buyer Closing Disclosure (CD) that does not evidence HOW grant
 - Missing Mortgage/Notes for additional down-payment assistance or grant funds received by the homebuyer
 - Missing or outdated homebuyer education/counseling certificate

- All missing documentation must be submitted within 10 business days. An email reminder will be sent on the fifth business day to remind the member of the outstanding items. HCI retains sole discretion to deny a disbursement if the member does not submit complete and sufficient income documentation within 10 business days or if questions regarding the disbursement cannot be resolved. HCI staff will call the member before denying and releasing the funds back into the pool.

Requesting a Disbursement Using the Online System

1. Log into the online system

Community Lending Login

Username:

Password: (case-sensitive)

Login


If you are a first-time user, [click here](#) to create an account.

If you are a consultant or a sponsor, login first to add a new relationship to your existing account.

If you forgot your password, [click here](#) to reset it.

If you forgot your username, [click here](#) to retrieve it.

If you're having trouble accessing the site, please contact Paulette Vass, community development advance manager, at 617-292-9792 or paulette.vass@fhlbboston.com, or Mary Ellen Jutras, vice president / deputy director of Housing and Community Investment, at 617-292-9607 or mary.ellen.jutras@fhlbboston.com.



Users can request an account or reset passwords.

Requesting a Disbursement Using the Online System

Select the applicable enrollment for disbursement:

The screenshot shows the FHLBank Boston online system interface. On the left is a navigation menu with options: Welcome, HOW Homebuyer Center, **Create/Manage My HOW Homebuyer Enrollments** (circled in blue), Instructions, Agreement, Change Password, and Log Out. The main content area is titled "Create/Manage My HOW Homebuyer Enrollments".

Program Financial Information for MEJ Test HOW Program

Program Number:	W2019-005
Enrollment Cap:	\$110,000
Reserved for Current Enrollments:	\$17,000
Total Enrollments Disbursed:	\$0
Total Amount Deobligated:	\$0
Remaining Enrollment Cap:	\$93,000
Remaining Subsidy Pool:	\$722,406

A blue callout box on the right states: "The subsidy pool balance and member specific details can be viewed here."

Below the financial information, there are instructions: "Subsidy amounts will not be reserved until the enrollment is submitted." and "If the remaining enrollment cap or remaining subsidy pool is \$0 you will be asked to withdraw a homebuyer before you are able to submit your new enrollment."

INCOME CALCULATIONS/ENROLLMENTS:
ADD A NEW HOUSEHOLD

TO REQUEST DISBURSEMENT:
Click on "Disburse" under Actions.

NOTE: The Bank requires that the enrollment be submitted to closing and requesting a disbursement.

Below is a list of your current HOW pipeline.

Number	Home Buyer	Status	Manager An
W2019-005-01	Jason	Submitted	\$:
W2019-005-02	Terrence Mulhern	Enrolled	\$10,00007/22/2019

A blue callout box on the left states: "Each household is assigned an HOW number and added to your pipeline". A green arrow points from this box to the second row of the pipeline table.

On the right, there is a "HOW Disbursement Request" section with instructions:

- Use the links under "HOW Disbursement Request" (at left) or at the bottom of each screen to view and complete each section.
- All documentation is required at time of submission:
 - Scan and save all disbursement documentation separately so that you can find and upload attachments easily.
 - Black out any Social Security numbers or personal account information before uploading.
- Use "Validate and Submit" (at left) to finalize your disbursement request.

 A green arrow points to the "> Begin disbursement request" link.

At the bottom right, a list of actions for the selected enrollment is shown:

- View
- Change Address
- Upload Additional Documentation
- Change HOW Amount
- Withdraw** (circled in blue)
- Disburse** (circled in blue)

 A green arrow points to this list.

Requesting a Disbursement Using the Online System

Confirm property location data:

FHLBank Boston

HOW Disbursement Request

Property Information

First Mortgage Financing

Closing Disclosure

Documentation Required

Exhibits

Validate and Submit

Save & Exit

HOW Disbursement Request

* Indicates required fields

Original amount:	\$10,000
Actual amount to disburse: *	<input style="width: 90%;" type="text" value="\$9,500"/>
Address of property to be purchased:	
Street:	If the address listed has changed since Enrollment (i.e. unit #) you must change address in different section
City:	
State:	
Zip:	
County:	
Household Census Tract (FHIC): Help Topic	

If this is not the address, shown on the Closing Disclosure, please update the address through "Create/Manage My Homebuyer Enrollments" and clicking on the "Change Address". The address information must be sufficient so that the address can be geocoded and the appropriate HUD income limits applied to determine income eligibility.

< Return to previous section
> Continue to next section

Disbursement Request for the Housing Our Workforce program
Federal Home Loan Bank of Boston

Requesting a Disbursement Using the Online System

Confirm and update loan program and monthly housing payment:

First Mortgage Financing

Please complete the following questions to describe your mortgage program and/or product which you are using for this buyer:
Check all of the following that apply: *

- Conventional
- Nonconforming
- Fannie Mae or Freddie Mac
- USDA Rural Development
- FHA
- State Housing Finance Agency
- State Housing Finance Agency/FHA Loan
- Your own portfolio loan
- Other

If other, please describe the the program/product:

Is this an adjustable-rate mortgage? *

Yes No

If this is an **adjustable-rate mortgage**, please also answer the following questions:
Please provide the loan term: *

 (years)

Please provide the loan product type: *
(for example 5/1, 7/1, 10/1, etc.)

Note: Loan program cannot be less than 5/1

Please provide the initial interest rate: *

 (%)

Please provide the annual adjustment cap: *

Please provide the lifetime adjustment cap: *

* Indicates

Continued:
(bottom portion of the screen)

The system will compare against Enrollment

Front-End Ratio Calculation:

Please indicate the following:

	At Enrollment	Current
Loan Amount:	\$315,000.00	<input type="text" value="\$314,500.00"/>
Monthly Prindpal and Interest for First Mortgage: *	\$2,000.00	<input type="text" value="\$1,858.31"/>
Monthly Prindpal and Interest for Second Mortgage:		<input type="text"/>
Taxes: *	\$500.00	<input type="text" value="\$450.55"/>
Insurance: *	\$100.00	<input type="text" value="\$75.99"/>
Note: Condominium HO-6 (contents insurance) payments should be included.		
Private Mortgage Insurance:		<input type="text"/>
Condominium or Association Fees:		<input type="text"/>
Total Payment:	\$2,600.00	\$2,384.85 calculate now
Percent of Income:	33%	30%
If Household Income is below \$20,000, please confirm the ability to support the mortgage:		<input type="text"/>

< Return to previous section
> Continue to next section

Ratio is reviewed again at time of disbursement. Update to match exact info on CD

Remember:
Maximum 2/6 caps for all ARM products

Requesting a Disbursement Using the Online System

Complete the data entry for the Closing Disclosure:

Closing Disclosure

* Indicates req

Date of disbursement as shown on page 1 of the CD: (example: 01/02/2019)

Contract Sales Price (Page 3, borrower's transaction, Sec. K, Line 01, sale price of property):

Earnest Money Down Payment (Page 3, borrower's transaction, Sec. L, Line 01, deposit):

Dollar amount of first mortgage loan as shown on CD (Page 3, borrower's transaction, Sec. L, Line 02, loan amount):
[Help Topic](#)

First mortgage loan annual percentage interest rate (APR), (page 5 of 5, loan calculations): (example: 5.1255)
[Help Topic](#)

If the first mortgage APR is less than 1% or greater than 8.25%, please explain:

Term of first mortgage loan (months), (page 1 of the CD, upper right-hand corner):

If terms are less than or greater than 30 years, please explain:

Dollar amount of second mortgage loan as shown on CD (Page 3, borrower's transaction, Sec. L, Line 02, loan amount):
[Help Topic](#)

Dollar amount of non-HOW Forgivable Loan(s) (Page 3 borrower's transaction, Other credits, line 06/07):

Copy of executed mortgage/note:

Continued: (bottom portion of the screen)

If the dollar amount of the first mortgage is less than the dollar amount second mortgage, please explain:

Second mortgage loan percentage interest rate (APR), (page 5 of 5; loan calculations): (example: 5.1255)
[Help Topic](#)

If the second mortgage APR is less than 0% or greater than 100%, please explain:

Term of second mortgage loan (months), (page 1 of the CD; upper right-hand corner):

Is the household's mortgage loan subject to HOEPA: Yes No
[Help Topic](#)

If yes, please explain:

Total Origination Charges (Borrower-paid), (page 2 of 5; Loan Costs A):
[Help Topic](#)

Total Closing Cost (Borrower-paid), (page 2 Sec. D closing cost subtotals (A+B+C)):

If the settlement charges to the borrower are less than \$0 or greater than \$3075, please explain:

Is the homebuyer receiving cash back at the closing? Yes No
[Help Topic](#)

Cash (from the borrower or to the borrower) to close: Page 3 of 5 of the CD:

HOW Funds will be used for (check all that apply): Downpayment

Are there other subsidies or loans from other sources that assist in making this home affordable to this homebuyer: Yes No
[Help Topic](#)

< Return to previous section
> Continue to next section

Requesting a Disbursement Using the Online System

Upload all documents required:

Documentation Required

As part of this disbursement request, you need to submit the applicable documents:

Final CD (Buyer's) for first mortgage (signed form must evidence HOW funds.)*

Attach File

Final CD (Buyer's) for second mortgage, if applicable.

Attach File

HOW note securing the HOW funds.*

Attach File

Recorded: HOW mortgage/deed restriction securing the HOW funds.*

Attach File

Book:*

Page:*

Copy of counseling certificate or verification letter from counseling organization.*

Attach File

List of Homebuyer or Homeownership Counseling Agencies [Help Topic](#)

You will have an opportunity to print this certification when you submit the disbursement request. Paper or hard copies can be faxed using the Homebuyer specific bar coded cover sheet.

< [Return to previous section](#)

> [Continue to next section](#)

Refer to slides 7-9



Requesting a Disbursement Using the Online System

Exhibits/Attachments - Upload any additional exhibits/attachments

Exhibits * Indicates required fields

If you have any additional documentation that you would like to submit, you may do so here.

Uploaded Files	
ATTBKZ7R.pdf	View Delete
Zero Certification of Income.pdf	View Delete
ATT7OP4V.pdf	View Delete
ATTY4FZD.pdf	View Delete

Browse your computer to attach an exhibit file. **Please black out any Social Security numbers or other personal account numbers the file may contain before uploading.**

Describe this exhibit:

[> Upload another file](#)
[> Return to previous section](#)
[> Continue to next section](#)

Disbursement Request for the Equity Builder Program
Federal Home Loan Bank of Boston

10.

Validate & Submit

Validate and Submit

These sections are not valid.

You can click on the section names to jump to that section and make the appropriate edits.

Then, you can use the links under "Disbursement Request" (at left) or at the bottom of the screen to jump back to the "Validate and Submit" section.

CD(s)/Seller's CD(s) * Indicates required fields

- You must enter the term of the first mortgage loan.
- You must indicate if the household's mortgage loan is subject to HOEPA.
- You must explain why the mortgage term is not 360 months

Use the blue hyperlinks to return to any missing or unsatisfactory data entry.

Disbursement Request for the Housing Our Workforce program
Federal Home Loan Bank of Boston

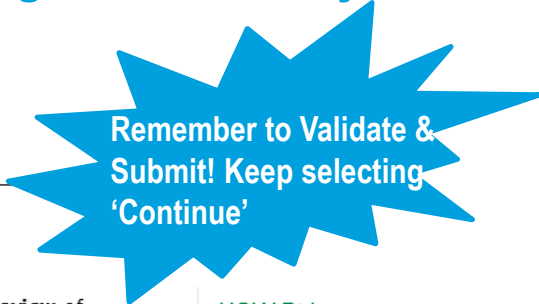
Requesting a Disbursement Using the Online System

Validate & Submit (cont'd)

Validate and Submit

- This disbursement request has been validated!
- Next you will have the opportunity to make **one final review** of the disbursement.
- You may also want to print a copy for your records.

[> Continue](#)



Disbursement Request for the Equity Builder Program Federal Home Loan Bank of Boston

FHLBank Boston

[> Print this page](#)
[> Continue](#)

HOW Disbursement Request Certification April 23, 2019

The Bank requires that all faxes include your institution's fax/telephone number and or institution name so that incoming faxes are not discarded as "spam" by Bank systems. Please note that the following information must be programmed into your fax machine to ensure that faxes are routed properly.

Fax ID = Name of Member Institution
Fax Number=Telephone Number of Member Institution

Please consult your fax machine manual for additional instructions. This information is usually located in the manual under settings. If you have any questions regarding your faxes to the Bank, please contact Kaitlyn Mulhern, the equity builder program manager at (617)292-9606 or a member of the HCI staff at 1-888-424-3863.

Enrollment Information	
Enrollment Number:	W2019-005-02
Member Name:	
Amount:	\$9,500

Property Information	
Street:	244 Adams Street
City:	Milton
Zip:	02186
County:	Norfolk
Household Census Tract:	4164.00
Single-family structure:	No

First Mortgage Financing	
Member Products:	Conventional
Member Product Provider:	Fannie Mae or Freddie Mac

Remember to Print your Enrollment as a reference before hitting 'Continue'

Member Certification to be checked off and electronically signed

HOW Disbursement

When you click on the link below, this disbursement request will be submitted to HCI staff for approval.

You will be notified when the disbursement request has been approved.

Please be sure to print a copy for your files.

Certification at Disbursement

- The undersigned Member of the Federal Home Loan Bank of Boston (the "Bank") hereby certifies that the total household income for the Homebuyer, submitted at enrollment, is true and correct, and that the required income verification documentation has been submitted to and verified by the Member.
- The undersigned Member of the "Bank" hereby certifies that the household size has been verified and is true and correct.
- The undersigned Member of the "Bank" hereby certifies that the Homebuyer has met any funds matching requirements, and meets all eligibility criteria as established by the Housing Our Workforce Program (HOW) parameters, and that the Homebuyer is using the funds for the eligible purpose.
- The undersigned Member of the "Bank" hereby certifies that, as the Member, it is making the mortgage using an eligible mortgage product. An eligible mortgage product is either a conventional fixed-rate mortgage or a conventional adjustable-rate mortgage with an initial interest rate period of five years or greater. The maximum interest rate caps are 2 percent annually and 6 percent lifetime. The interest rates, points, fees or other charges for all loans made in conjunction with the HOW shall not exceed those available in the market for a loan of similar maturity, terms and risk.
- The undersigned Member of the "Bank" hereby certifies that the mortgage financing it is providing to this Homebuyer remains in full compliance with applicable anti-predatory lending statutes, rules, or regulations.
- The undersigned Member of the "Bank" hereby certifies that he/she is a duly authorized officer or representative of the Member and the information provided to the Bank with respect to the Member's use of the HOW program is complete and accurate.

Name:

I certify that I am the person listed above.

Signature:

Please retype your name (do not retype your title) as proof of your signature.

E-Sign

By clicking the button below, you acknowledge that you are the party identified, and that you are willing and authorized to execute the certification in the section above on behalf of your organization.

If you did not intend to sign, click Cancel. To confirm your signature and the accuracy of the information included in this report, click Submit application to affirm your agreement to the terms and conditions set forth in the certification above.

[> Submit disbursement](#)
[> Cancel](#)

Disbursement Request for the Housing Our Workforce program
Federal Home Loan Bank of Boston

Requesting a Disbursement Using the Online System

Thank you!

Continue clicking through until you receive the “Thank You” screen. This confirms your disbursement request is complete.

Thank You

Thank you for submitting this disbursement request. The amount will be transferred to your institution's IDEAL way account within 15 business days of receipt and approval of the disbursement request and all required documentation.

If you have any questions, please contact Kaitlyn Mulhern, the Housing Our Workforce program manager at (617)292-9606 or another member of the [HOW team](#).

We are interested in your feedback regarding this system and the Housing Our Workforce program. If you are interested in completing a very short survey, please click [here](#).

[> Continue](#)

Requesting a Disbursement Using the Online System

12. System updates to reflect status of the disbursement:

Welcome

HOW Application Center

[Create/Manage My HOW Homebuyer Enrollments](#)

Instructions

Agreement

Change Password

Log Out

Create/Manage My HOW Homebuyer Enrollments

Program Financial Information for MEJ Test HOW Program

Program Number:	W2019-005
Enrollment Cap:	\$110,000
Reserved for Current Enrollments:	\$16,500
Total Enrollments Disbursed:	\$0
Total Amount Deobligated:	\$0
Remaining Enrollment Cap:	\$93,500
Remaining Subsidy Pool:	\$722,906

Subsidy amounts will not be reserved until the enrollment is submitted.

If the remaining enrollment cap or remaining subsidy pool is \$0 you will be asked to withdraw a homebuyer before you are able to submit your new enrollment.

INCOME CALCULATIONS/ENROLLMENTS:
[ADD A NEW HOUSEHOLD](#)

TO REQUEST DISBURSEMENT:
 Click on "Disburse" under Actions.

NOTE: The Bank requires that the enrollment be submitted and approved prior to closing and requesting a disbursement.

Below is a list of your current HOW pipeline.

Number	Home Buyer	Status	Manager	Amount	Expires	Actions
W2019-005-01	Jason	Submitted		\$7,000		<ul style="list-style-type: none"> • View • Change Address • Change HOW Amount • Withdraw • Upload Additional Documentation
W2019-005-02	Terrence Hulhem	Disbursement Requested		\$9,500	07/22/2019	<ul style="list-style-type: none"> • View • Upload Additional Documentation

Managing the HOW Pipeline After the Closing

- All grant obligations are forgiven upon completion of the five-year retention period:
 - Five years from the date of closing
- Foreclosure does not trigger recapture of HOW funds:
 - FHLBank Boston receives copies of the foreclosure documentation for tracking and reporting purposes
- If a property is scheduled for sale or refinancing within five years:
 - The household will need to contact the originating member for instructions
 - Sale or transfer of the property requires a recapture calculation
 - Refinancing requires a subordination agreement to be executed
- **Note:** Member is responsible for discharge/release of HOW mortgage or deed restriction

Monitoring and Retention

Member Responsibilities:

- Remain a point of contact for the household
- Provide contact information to the homebuyer
- Maintain a separate file of each homebuyer with all pertinent documentation for **at least five years**
- Keep a copy of the HOW Standard Mortgage or Deed Restriction
 - Copy of the HOW Note
 - Copy of the *EBP/HOW Disclosure*

Recapture Procedures

The homeowner who is selling their property within the five-year retention period will contact the originating financial institution to request a recapture calculation for the existing HOW grant

- HOW manager will be contacted by the member to request the recapture calculation and instructions on how to facilitate the recapture request
- **Note: In the event the homeowner refinanced the property and then sells the property all within the five-year period, the homeowner will need to contact the member who originated the HOW mortgage at the time of purchase**

Recapture Procedures

The member will be instructed to provide the following:

- A copy of the completed “draft” seller’s Closing Disclosure for the anticipated closing and/or conveyance of the HOW subject property
- The closing date will need to be firm, as any movement will affect the recapture calculation
- The closing attorney should be aware that the draft CD provided needs to be as complete as possible; the seller’s costs at closing help to absorb any potential recapture due by the homeowner
- If the homeowner has performed any repairs to the property, these can be used to reduce net gain realized by the homeowner at time of sale; the homeowner will need to provide detailed receipts

FHLBank 2-tier review | Allow 2 business days

Subordination Process

Subordination Procedures:

- The household member will contact the original financial institution to request the subordination of the existing HOW mortgage
- No recapture calculation is required for subordination requests of existing HOW mortgages that will remain in place and be subordinate
- All terms and conditions of the original Mortgage and Note remain in force and effect
- The Bank will provide the member with a copy of the template for completion by member

Please instruct homeowner that all contact is through the originating lender. FHLBank 2-tier review | Allow 2 business days

General HOW Reminders

- Enrollments are good for 90 days from time of approval.
- Earnest money deposits cannot be provided back to homebuyer at closing.
- Earnest money deposits must be reflected on final executed CD to receive two-to-one match. Must be homebuyer's own funds.
- No More than \$250 cash back at closing:

The member must ensure that HOW funds are used at the time of closing to directly benefit the homebuyer through down payment only.

- First option would be to reduce HOW grant amount
- Second option: the member will apply all HOW subsidy exceeding such amount that is beyond what is needed at closing for closing costs and the approved mortgage amount as a credit to reduce the principal of the mortgage loan or as a credit to the household's monthly payments on the mortgage loan. If the member needs to take Step 2, the Bank **must be notified in advance** of the closing and/or as soon as possible

Housing and Community Investment

For more information, contact EBP/HOW Team:

- **Kaitlyn Mulhern**, Housing Our Workforce and Equity Builder Program Manager
617-292-9606 | kaitlyn.mulhern@fhlbboston.com
- **Michelle Chisholm**, HCI Analyst
617-425-9582 | michelle.chisholm@fhlbboston.com
- **Jennifer Mickool**, HCI Analyst
617-425-9561 | jennifer.mickool@fhlbboston.com
- **Kevin Ryan**, HCI Analyst
617-292-9646 | kevin.ryan@fhlbboston.com

Other department staff:

Mary Ellen Jutras, Vice President/Deputy Director
617-292-9607

Paulette Vass, Community Development Advance Manager
617-292-9792

Kenneth Willis, First Vice President/Director
617-292-9631

Homeownership Assistance Programs

<u>Program Comparisons</u>	<u>EBP</u>	<u>HOW</u>
Income Limits	≤ 80% AMI	>80% to 120% AMI
Maximum Grant per Household	\$15,000	\$20,000 with a 2:1 investment match
Maximum Funds to Member	\$150,000	\$100,000
Purchase Price Limit	No	Yes, based on MRB limits
Annual Member Application	Required	Required
Member Webinar Training	Required	NOT Required*
Executed disclosure with income sources and authorization to release	Required	Required
Use of Grant Funds: <ul style="list-style-type: none"> • Down payment • Closing Costs • Homebuyer Education/Counseling • Rehabilitation Assistance 	Yes Yes Yes Yes	Yes No No No
Does the property have to be an owner-occupied primary residence?	Yes	Yes
First-time Homebuyer for first 1/3 Enrollments	Required	NOT Required
Homebuyer education and counseling	Required	Required
\$500 minimum homebuyer downpayment	Required	Required
5-year retention mortgage and note	Required	Required
Member concession/incentive to homebuyer	Required	NOT Required
Limited to the six New England states?	No	Yes

* Webinar training is not required, however FHLBank Boston strongly encourages all members who participate in HOW program to review/watch the recorded webinar on the Bank's website.

Resources

www.FHLBBoston.com

Housing and Economic Growth Tab

- Housing Our Workforce
- Resources

Download/Print the following:

- Home Purchase Price Limits
- Homeownership Assistance Programs Comparison Grid
- EBP/HOW Procedures
- FAQ
- Mortgage & Notes
- Pre-recorded Trainings:
 - Housing Our Workforce Informational Webinar
 - Next Steps: Enrolling Homebuyers
 - Final Steps: Requesting Disbursement

Thank You!

**We look forward to working with
you!**