

# 2024 First Step: Submit Member Application

Lift Up Homeownership



# Agenda

- Program Benefits & Success
- Workflow & Program Requirements
- Application Overview & Online Process
- Upcoming Training Sessions
- Resources & Contacts



# The Value of FHLBank Grants



✓ Forgivable Grant



✓ Flexible Requirements



✓ Layering= Affordability



# Lift Up Homeownership Program



- Increase the opportunity for people of color to purchase a home in New England through a people-based SPCP
- Assist in narrowing the racial homeownership gap
- Incentivize members' mortgage lending to people of color by providing enhanced down-payment and closing-cost assistance
- FHLBank Boston member must make the first mortgage financing



# Successful Pilot Results



## Lift Up Homeownership

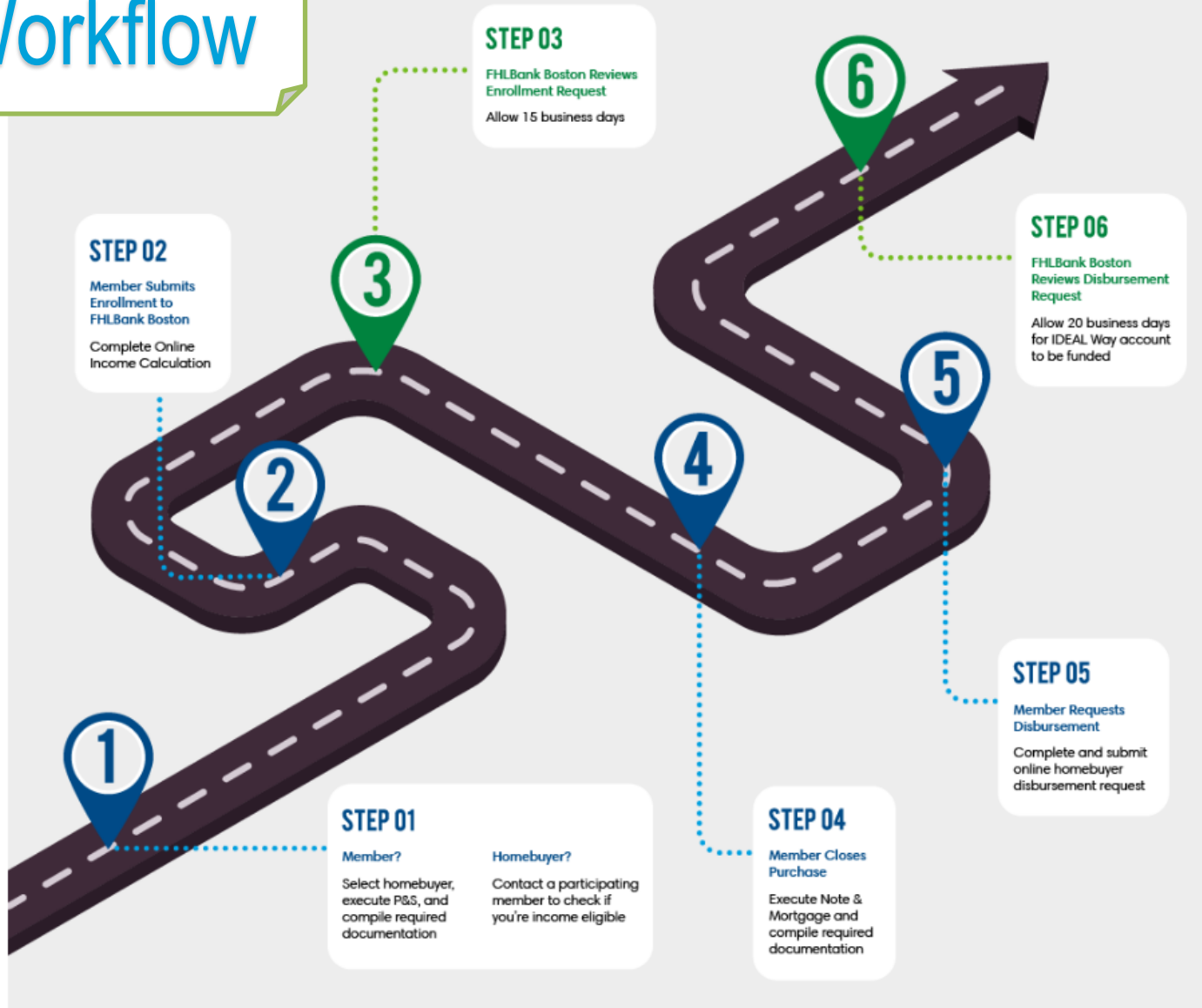
\$2.5 million allocated

51 households enrolled/reserved

23 members participated in 2023 pilot program

*\*Grants disbursed since 12/31/2023*

# Workflow



# Program Requirements & Changes

Requirements	Original 2023 Pilot Program	2024 LUH Enhancements
Maximum grant per household	\$50,000	\$50,000
Maximum funds to member	\$250,000	\$500,000
Allocation by State	Not applicable	<b><u>New</u></b>
Grant Use	<ul style="list-style-type: none"> <li>Down payment</li> <li><b><u>customary closing costs</u></b></li> <li>up to 2 points interest-rate buydown</li> </ul>	<ul style="list-style-type: none"> <li>Down payment</li> <li>closing costs (<b><u>including escrows and prepaids</u></b>)</li> <li>up to 2 points interest-rate buydown</li> </ul>
Income Limits	<= 120% HUD AMI	<= 120% HUD AMI
First-time homebuyer	Yes	Yes
Minimum homebuyer contribution	\$1,000	\$1,000

# 2024 Allocation Methodology

## State-By-State Allocation- **NEW!**

- Each N.E. state has a defined amount of money for 60 days
- Funds not utilized after July 15th will move into the 'at-large' pool
- State-by-state allocation is based on the homebuyer's primary purchase address not the member's headquarters

## General/ At-Large Allocation

- General allocation operates on first-come, first-served basis
- At-large pool access begins once a New England state is exhausted
- July 15<sup>th</sup> all funding will reside in the general pool



# Homebuyer Requirements

- Execution of disclosure
  - Identify entire household and income streams
- Meet the Area Median Income (AMI) limits for either program
  - Anticipated and prospective
- Fully executed P&S
  - Primary residences only
- Contribute \$1,000 in own funds toward purchase
- Require completion of first-time homebuyer education/counseling
- Receive no more than \$250 cash back at closing





# First-Time Homebuyer

- HUD definition
- 42 U.S.C. §12704(14): Individual and spouse who have **not owned a home during the three-year period** prior to purchase
- Exceptions include:
  - Single
  - Displaced homemaker
  - Primary residence not permanently affixed

# Accessing the Online Application

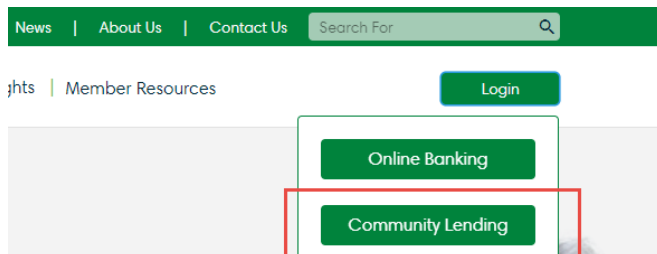
- First-time users need to register for login credentials
  - Password emailed directly to user
  - Your organization's admin approves user accounts
- Existing usernames with passwords are valid

All member applications for FHLBank Boston homeownership programs are annual and do not automatically renew!



# How to Login to Community Lending

1. Navigate to [www.fhlbboston.com](http://www.fhlbboston.com)
2. Click the “Login” button at the top of the page
3. Choose “Community Lending” from the drop-down menu
4. Type in username and password
5. Use links below to set up new accounts or reset existing account



## 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.

# Step-by-Step Application Process



1. Select Lift Up Homeownership
2. Select up to 4 main contacts
3. Select from list of homebuyer education & counseling agencies
4. Provide member concession
5. Determine authorized signer for agreement
  - ✓ Agreement sent via mail through Adobe Sign
6. Validate and Submit

# Member Concession

- Acceptable concessions:
  - Provide homebuyer lender credit
  - Waive or reduce a fee
  - Offer homebuyer below-market interest rate
  - Expand underwriting guidelines
- Explain how the concession is an incentive to the homebuyer
  - Evidenced at disbursement
  - Deviations are acceptable



# Homebuyer Education/Counseling

- Certification not required at enrollment
  - **Required** documentation at disbursement request
- Completed through our approved list
  - CHAPA, HUD, or NISHEC
- Online education is acceptable ONLY through eHome America, Finally Home!, Framework
- Counseling required
  - Prior to **OR** post-closing

Example Cert.



Framework Homeownership LLC is owned and managed in partnership by the Housing Partnership Network and the Minnesota Homeownership Center. The Framework® Homeownership Education Course meets the homeownership education requirement for the Fannie Mae HomeReady® mortgage loan, HomePath Ready Buyer™ program, and may fulfill requirements for other home buying programs. [www.frameworkhomeownership.org](http://www.frameworkhomeownership.org)  
CERTIFICATE ID: 451647

# Application Period & Deadlines

- Begins **April 1**
- Concludes **April 26 3 p.m.**
- Adobe e-sign the LUH agreement between **April 29** and **May 3**
- Receive approval email **May 6**





# Webinar Session

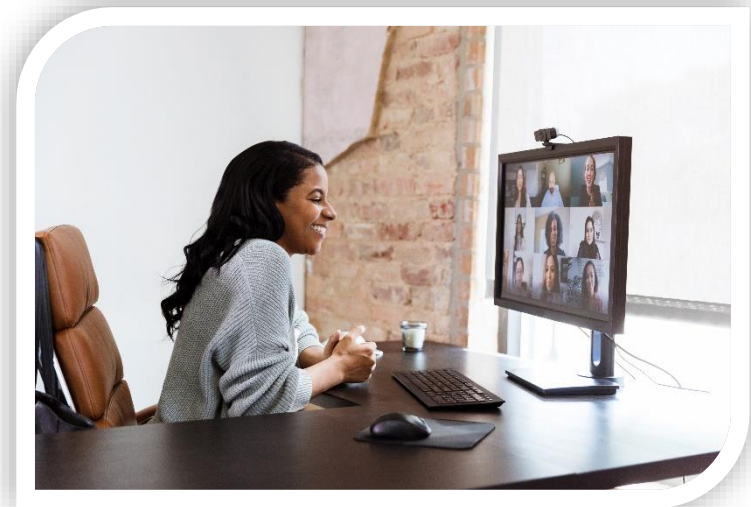
## LUH Enrollment & Disbursement

- One training for **both steps**
  - Describes the income/enrollment process
  - Describes disbursement/reimbursement process
  - 5-year retention and monitoring requirements
- Live or recorded training **required**
- April 29

Register for LIVE sessions

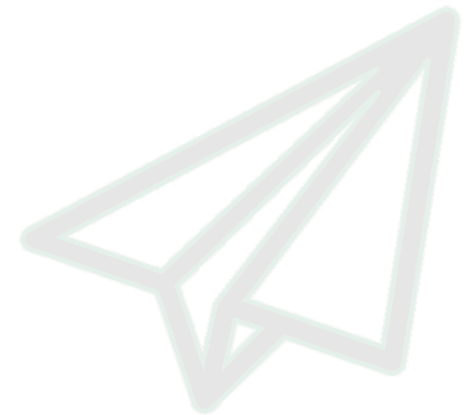
[Events - Virtual Trainings](#)

\*\*Recording available upon live completion\*\*



# Agreements - Adobe Sign

- The agreements are part of the annual application process
  - Establish the direct contact who is authorized to execute document in the application
  - Executed after application is submitted
- Agreements sent through Adobe Sign directly to your authorized signer on **April 18, 2024**
  - Execute by April 25 close of business day
  - Option to wet-sign is permitted through Adobe Sign
  - Check your spam!



# Validate and Submit

- Validation screen identifies incomplete or missing information
  - Validation error issues must be resolved to submit the application
- Option to print BEFORE 'Submit' button
- Thank you screen and confirmation email



# Tips & Tricks



## DO NOT:

- Promise funds to homebuyers prior to receiving enrollment approval
- Provide more documentation than requested
- Tell us if income has changed after enrollment approval



## DO:

- Promote the programs for your benefit and help homebuyers in need
- Queue up homebuyers before monies are released to determine income eligibility
- Contact our team if you have unique loan scenarios or questions before enrollment period opens

# Questions?



# Resources & Contacts

## Review our 2024 Materials:

- ✓ Member QC Checklist
- ✓ Disclosures, Notes, and Mortgages
- ✓ Income Guidelines
- ✓ Program Procedures
- ✓ FAQs



## Homeownership Team:



**Livia Bourque**  
AVP, HCI Operations Manager



**Kaitlyn Mulhern**  
Homeownership Programs Manager



**Jack Newton**  
HCI Analyst



**Kevin Ryan**  
Senior HCI Analyst



**Isabel Tapogna**  
HCI Analyst

[Housing Community Investment \(HCI\) Department](#)

## Technical Assistance:

[CHECK OUT OUR NEW YOUTUBE TUTORIAL CHANNEL!](#)