



# WE DeKalb

Down payment Assistance Program



## eHousingPlus Administrator's Guidelines

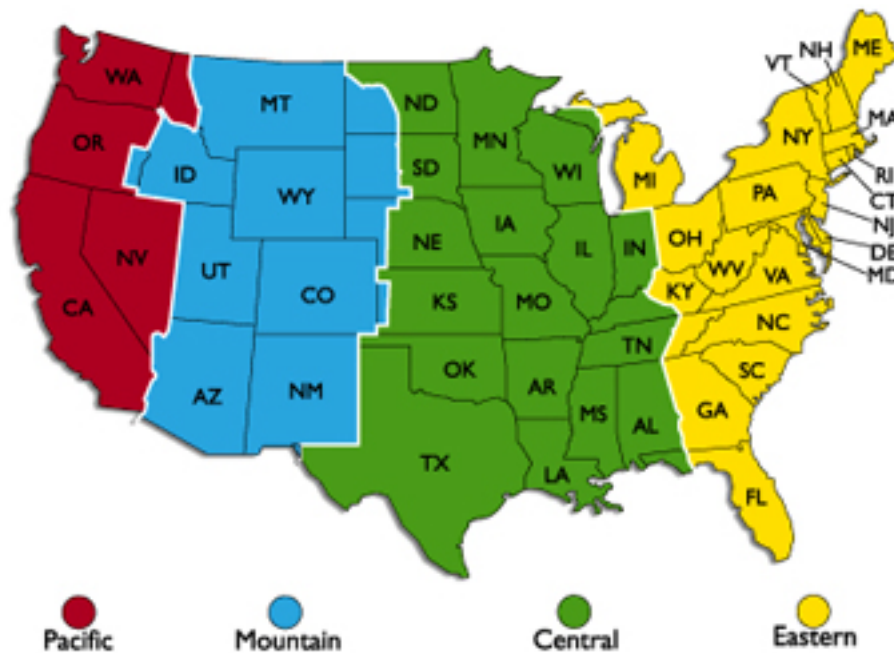
Published 9/9/14  
Updated 10/03/23  
UPDATES are shown on Page 3



## Time Zones

eHousingPlus offices are all located in the Eastern Time Zone.

[http://www.timetemperature.com/tzus/time\\_zone.shtml](http://www.timetemperature.com/tzus/time_zone.shtml)



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**2023 ROGRAM REVISION TABLE**

Archived Revision table found at the end of this guide

<b>Date</b>	<b>Update (effective immediately for new reservations unless otherwise noted)</b>	<b>Page</b>
<b>01/13/23</b>	Updated Contact Directory Revised rate/offers Added Freddie Mac HFA Advantage OVER 80% AMI to Program Removed US Bank COVID Guidance Revised income limits and maximum loan amounts Renamed Compliance Process to: Process Summary from Training to Loan Purchase Added Who Signs Program documents Revised link to US Bank web site Revised lender compensation	6 7 & 8 7 10 11 14 15 18 21
<b>03/15/23</b>	Revised VA loan limit	11
<b>10/02/23</b>	Revised contact directory Added eHP FrontPorch	6 Various

**DEVELOPMENT AUTHORITY OF DEKALB COUNTY  
PROGRAM TEAM**



**Development Authority of DeKalb County, Georgia  
WE (Workforce Enhancement) DeKalb**

Creates and directs implementation of the first mortgage and down payment assistance programs, sets the interest rate, term and points, provides down payment assistance and markets the program.

**Participating Lenders**

Take applications, reserve in their own systems, process, underwrite, approve, fund, close and sell qualified loans to the program. Lenders are responsible for servicing program loans in accordance with Agency (FHA, VA, Freddie Mac) requirements until they are purchased by the Master Servicer.

**U.S. Bank  
Master Servicer**

Provides information on acceptable loan products and delivery and funding first mortgage, receives all first mortgage files, reviews first mortgage files, notifies lenders of first mortgage file exceptions, approves first mortgage files, purchases pools and delivers loans, delivers certificate.

**eHousingPlus  
Program Administration**

Maintains the program reservation system, websites, and posts Administrator's Guidelines, forms, training materials, provides program and system training, answers program and system questions, receives compliance files, reviews, posts and notifies of exceptions and approves compliance file.

**CONTACT DIRECTORY**  
**954-217-0817 or Toll Free (888) 643-7974**  
**Select Option #2**

Question	Option #	email
Lender Training (Program & System)	Option #4	<a href="#">Click here</a>
Lender User Access (Credentials, Disabled Access, etc)	Option #1	<a href="#">Click here</a>
eHPay - Digital Payment of Compliance Fees	Option #3	<a href="#">Click here</a>
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #2	<a href="#">Click here</a>
Deficiencies - To view and upload compliance file deficiencies	View compliance and Servicer DEFI's in <a href="#">eHP FrontPorch</a> using Digital Docs App, Deficient Compliance Files drop down menu.	
Loan Specific Questions - If you have any questions related to a specific loan already reserved/rate locked in the eHPortal.	Post note in Collaboration Station within <a href="#">eHP FrontPorch</a>	
Credit underwriting questions, refer to their internal UW Department or US Bank	(800) 562-5165	<a href="#">Click here</a>
System Errors - Technical Assistance	Option #6	<a href="#">Click here</a>
<p>DU Findings, DTI, Insurance, Collateral and Purchase of the loan questions all need to be addressed by the Servicer directly. eHousingPlus cannot assist you with questions related to these items.</p> <p>Shipping First or Second mortgage closed loan files</p> <p>Questions regarding exceptions on first and second mortgage closed loan files</p> <p>U.S. Bank</p>	(800) 562-5165	<a href="#">Click here</a>

## **THE PROGRAM PRODUCTS**

**DeKalb County EIN is 58-1500666**

PLEASE NOTE THAT RATES AND ASSISTANCE AMOUNTS ARE SUBJECT TO CHANGE AT ANY TIME. With respect to reserved loans, the rate and assistance will not change as long as loans are delivered according to the timetable included in this Guide.

### **DAILY RATE LOCK RESERVATION AVAILABILITY**

Reservations in this program are available Monday - Friday 10:00 a.m. - 8:00 p.m. Eastern Time excluding holidays. [Click here to view the Rates/Offerings chart for the Lock Rate, FICO and DPA](#)

### **WE DEKALB DOWN PAYMENT ASSISTANCE PROGRAM FIRST MORTGAGE**

Effective with new loan reservations 01/20/23

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as assistance equal to 1.00%, 2.00% or 3.00% of the Note amount to apply toward down payment or closing costs. Allowable loan products include: FHA, FHA 203(b), VA and Freddie Mac HFA Advantage conventional loan. (Rev. 01/13/23)

This initiative is designed to address work-force housing. Work-force housing commonly refers to housing intended to bridge the gap facing those gainfully employed residents that may earn too much to qualify for affordable housing subsidies, but not enough to afford a home for purchase. As such “workforce” housing can be targeted to low, medium, moderate or above income households including nurses, teachers, police, corporate relocations and others depending on the community needs. The down payment assistance (DPA) aspect of WE DeKalb enhances relocation/retention possibilities for employers and has a direct economic/ financial impact on its employees.

### **Freddie Mac HFA Advantage Conventional Loan - Income at or below 80% AMI**

These loans will have lower income limits (determined by Freddie Mac and already calculated in this guide) and receive charter level reduced MI coverage.  
(Revised 02/15/21)

### **Freddie Mac HFA Advantage Conventional Loan - Income OVER 80% AMI**

Effective with new loan reservation 01/20/23

These loans will receive standard MI rates, no Charter Level Reduced MI coverage. (Added 01/13/23)

**FIRST MORTGAGE RATE OPTIONS**

Effective for all new loan reservations 01/20/23 and after.

**OPTION 1: GOVERNMENT FIRST MORTGAGE WITH 3.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING ONLY**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.

**OPTION 3: GOVERNMENT FIRST MORTGAGE WITH 2.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING ONLY**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.

**OPTION 3: GOVERNMENT FIRST MORTGAGE WITH 1.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING ONLY**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.

**OPTION 4: FREDDIE MAC CONVENTIONAL FIRST MORTGAGE WITH 3.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING OR MANUAL UNDERWRITING**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.

**OPTION 5: FREDDIE MAC CONVENTIONAL FIRST MORTGAGE WITH 2.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING OR MANUAL UNDERWRITING**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.

**OPTION 6: FREDDIE MAC CONVENTIONAL FIRST MORTGAGE WITH 1.00% ASSISTANCE GRANT WITH AUTOMATED UNDERWRITING OR MANUAL UNDERWRITING**

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments as well as an assistance payment equal to a percentage of the note amount to apply toward down payment or closing costs. Current rates and assistance are available online within the system. Certain income limits and purchase price maximum amounts apply.



**ASSISTANCE GRANT**

The Assistance is calculated on the Note amount. Lenders advance the Assistance at closing on behalf of the Authority. Lenders are reimbursed at loan purchase. The Assistance may be used for down payment or closing costs and prepaids. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow to the extent permitted by Agency (FHA, VA) guidelines. Remember to document your files. Because the Assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. Assistance is in the form of a non-repayable grant. It is not repayable under any circumstances. When the first mortgage is reserved, the Assistance is automatically reserved. There is no additional reservation necessary. When loans are closed, there are no second mortgages, second notes, deed restrictions or liens. There is no repayment of the Assistance unless there is fraud or similar circumstances.

## **PROGRAM REQUIREMENTS**

### **Eligible Borrowers**

- There is no first-time homebuyer requirement in this program.
- Follow Agency (FHA, VA, Freddie Mac) and U.S. Bank guidelines for non-citizens.
- Buyers must occupy the property within 60 days of closing.
- Applicants must be considered irrespective of age, race, color, religion, national origin. This is an equal opportunity program.
- Lender should contact the Agency (FHA, VA, Fannie Mae, Freddie Mac) regarding ownership of other property.

### **ELIGIBLE AREA**

Properties located within DeKalb County, GA.

### **Minimum Credit Score**

#### **Effective with new loan reservations 03/23/22**

The Program requires a minimum FICO credit score of 660 or higher for FHA and VA loans, and 640 or higher for Freddie Mac HFA Advantage loans. The mid score must be the minimum or above. If an Agency (FHA, etc) has a higher minimum, follow Agency guidelines. If a participating lender has a higher minimum for other loans and wishes to require a higher minimum for loans, then lenders must use the higher minimum. (Rev. 02/03/22)

### **DTI Requirement**

#### **Effective with new loan reservations 03/23/22**

- The program maximum DTI ratio is 45% for FHA and VA loans with a minimum 660 FICO. Freddie Mac HFA Advantage loans with a minimum 640 FICO.
- The program maximum DTI ratio is 50% for FHA and Freddie Mac loans with a minimum 680 FICO.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers with a FICO under 700.

(Rev. 02/03/22)

### **Tax Returns or Tax Transcripts**

Not required for program purposes. However, US Bank will require the IRS Tax Transcripts for all borrowers (as of last filing year).

### **Homebuyer Education - Freddie Mac HFA Advantage Borrowers**

Buyers utilizing the Freddie Mac HFA Advantage Conventional Loan will be required to attend homebuyer education. The course, *Freddie Mac CreditSmart – Steps to Homeownership Tutorial* is required if a borrower is a first-time homebuyer. The tutorial must be completed by at least one borrower per Guide Section 4501.12 Click on this link to attend the training:

<https://creditsmart.freddiemac.com/paths/homebuyer-u/>

The course may also be conducted by a HUD-approved counseling agency including online HUD-approved non-profits using eHomeAmerica: <https://www.ehomeamerica.org/>

**Income Calculation**

Qualifying Income for FHA and VA as reported on the 1003 Form. For Freddie Mac Conventional loans the income used must be in accordance with Freddie Mac guidelines. (Updated 02/26/19)

**INCOME LIMITS**

FHA, VA and FREDDIE MAC LOANS

\$134,960

(Rev 01/13/23 Effective 01/20/23)

**MAXIMUM LOAN AMOUNT**

Must include everything paid by the buyer or on the buyer's behalf.

\$472,030 FHA

\$726,200 VA

\$726,700 Freddie Mac HFA Advantage

(Rev 01/13/23 Effective 01/20/23)

**PROPERTY REQUIREMENTS**

- New or existing residential, **one-four units\***, detached or attached, condos, townhomes. \*Freddie Mac Loans - One Unit property ONLY.
- Freddie Mac Loans - Condos are permitted.
- For condos with LTVs from 95.01% to 97% the project must be approved by US Bank, in addition to meeting Fannie Mae or Freddie Mac guidelines, as applicable. Review US Bank bulletin 2017-05 Condominium Guideline Expansion for complete details. (Added 05/19/17)
- Homes are considered new if never previously occupied.
- Manufactured homes, mobile, recreational, seasonal or other types of vacation or non-permanent homes are not permitted.
- Land may not exceed the size required to maintain basic livability.
- Properties purchased in the program must be residential units.

## **PROGRAM FEATURES**

It's expected that lenders have reviewed some **preliminary documentation and believe that applicants will also qualify for credit. Excessive cancellations will be reviewed** to assure that allocation is not being utilized **inappropriately**.

FHA, VA and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Added 05/19/17)

Check with your underwriter for updates to information for Freddie Mac HFA Advantage. Such information is provided by a third party (i.e.Freddie Mac, U.S. Bank, etc) who do not provide updated information to eHousingPlus.

[Freddie Mac HFA Advantage Fact Sheet](#)

[Freddie Mac HFA Advantage LPA Instructions](#)

**Appraisal** must indicate that the home has at least a 30 year remaining useful life.

**Borrower Investment** - Follow Agency (FHA, VA, Freddie Mac) guidelines and Mortgage Insurer guidelines. The Turnkey Plus program does not have a minimum contribution requirement from the borrower. (Added 02/26/19)

**Buydowns** are NOT permitted.

**Cash Back** to the borrower is NOT permitted. However, borrowers are permitted a reimbursement of prepaids and overage of earnest money deposit as permitted by Agency guidelines and to the extent any minimum contribution, if any, has been satisfied.

**Construction to perm** is NOT permitted.

**Cosigners** are NOT permitted.

**Final Typed Loan Application (1003)** The typed application signed and dated by all parties is required. Loan interviewer must complete and sign page 3 of 4 of the 1003. If this is not possible, then an Officer must sign in place of the interviewer. All persons taking title to the property must execute all program documents. The purchase price, loan amount, and other financial details must be the same as shown on all other documents.

**Freddie Mac Loan Level Price Adjustment and Adverse Market Fees.** These fees have been waived. (Added 02/28/17)

**Manual Underwriting** - Lenders should reference the US Bank Seller Guide. Contact US Bank at 800-562-5165 to request a copy of the update. Not permitted with Government loan products. (Rev. 06/18/20)

**Manufactured Homes** - U. S. Bank will not purchase loans for manufactured housing. U.S. Bank considers manufactured housing: A manufactured home is a mobile home built entirely offsite on a permanent chassis that is pulled on the highway to a permanent location. Modular, panelized or prefabricated homes are not considered manufactured housing. (Rev 12/01/15)

**Minimum loan amount.** There is NO minimum loan amount in this program.

**Prepayments.** The first mortgage may be prepaid at any time without penalty.

**Real Estate Purchase Contract** The full address of the property, full names of all sellers and buyers, total purchase price of the property must be included. If there is not an address for new construction, a lot number and subdivision name are required. All named persons must sign. Include the name and title whenever a representative is signing for a corporation.

**Remaining reserves** are not established by the program. Follow Agency Guidelines.

## PROCESS SUMMARY FROM TRAINING TO LOAN PURCHASE

### LENDER ONBOARDING

Our On-Boarding process is designed to provide all participating lenders and their staff web-based training related to the Program, Technical and Workflow requirements of each program.

Based on your role, there are certain training requirements prior to adding a new Program and Features. These are determined based on which modules you have completed in the past, and which Programs you want to add to your Portfolio.

Once you have submitted the eHP On-Boarding Registration, the eHP On-Boarding Team will create a specific training program for you based on the role(s) you selected, and you will receive an email confirmation with relevant information. Upon completion, your User Credentials will be created (if you are new User) or updated (if you are a current user) and you will receive a system generated email with this notification.

[Click on this link to register for training.](#)

(Rev 01/13/23)

### QUALIFY

Lenders use program requirements to qualify applicants for the program. Buyers must present an executed sales agreement before being entered into the program reservation system.

### RESERVE FIRST MORTGAGE AND ASSISTANCE FUNDS

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the first mortgage that **automatically** provides Assistance. To reserve funds in the Program the borrower is required to have a signed real estate purchase contract for a specific address. Lender will need a 1003 and the Real Estate Purchase contract in order to make a reservation. If the reservation is successful, you will receive a loan number and a message that you've completed the reservation successfully.

IMPORTANT - A reservation is for a borrower with a real estate purchase contract for a specific property. If the property needs to change, the loan must be cancelled and re-reserved. The lender is responsible for cancelling the loan within the eHousingPlus Lender Portal. And then, the lender must email ([services@eHousingPlus.com](mailto:services@eHousingPlus.com)) or call the eHousingPlus Compliance office at 954-217-0817 to have the borrower permanently removed from the eHousingPlus Lender Portal. Until this process is complete, the lender will not be able to re-reserve funds for the borrower.



**eHP Tip!** *Need a reminder as to how to register a loan, complete the UW Certification, edit a loan or print forms?*

[Log-in to eHP FrontPorch](#), then click on the eHPlaylist to view a short video.

### PROCESS

Lenders process the loan as they would normally keeping in mind the program timelines.

**UNDERWRITE AND CERTIFY**

Lenders underwrite and are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 15 DAYS OF LOAN RESERVATION, the Underwriter completes the online Underwriter Certification within the eHPortal. Once a loan is Underwriter Certified no further changes can be made. If a change needs to occur after the certification is complete, please email ([services@eHousingPlus.com](mailto:services@eHousingPlus.com)) or call the eHousingPlus Compliance office at 954-217-0817 to request to have the certification removed.

**CLOSE**

**THE LENDER WILL FUND ALL DOWN PAYMENT ASSISTANCE AT LOAN CLOSING.** Upon loan purchase, US Bank will reimburse the lender.

It's important to provide accurate closing instructions to closing agents. All program documents must be returned to the lender. It is VERY important to note, if the loan amount, purchase price or down payment assistance amount changes, and you have already printed forms, you'll need to print the forms again so the information on the form is accurate. The program forms may only be found in [eHP FrontPorch](#) using the eHProForms App.

Print the following closing forms:

- **Mortgagor Acknowledgment**
- **Commitment Approval Letter**
- **ML - Opinion Letter**
- **Notice of DPA - Gift Letter**

**Who Signs the Program Documents?**

<b>Form</b>	<b>Borrower</b>	<b>Co-Borrower</b>	<b>Non Purchasing Spouse</b>	<b>Non-Borrower</b>
Mortgagor Acknowledgment	Yes	Yes	No	No
Commitment Approval Letter	Yes	Yes	No	No
ML - Opinion Letter	Yes	Yes	No	No
Notice of DPA - Gift Letter	Yes	Yes	No	No

## COMPLIANCE FILE DELIVERY INSTRUCTIONS ASSEMBLE THE COMPLIANCE FILE

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through **eHP FrontPorch**. This portal provides lenders with all the tools necessary to deliver the required documents for the approval of the originated loan(s) in their respective affordable homebuyer programs. **eHP FrontPorch** is a secure, easy to use and efficient way for lenders to deliver the Compliance File, Correct DEFI's and pay the required Compliance Review Fees via our **eHPay** on-line fee approval, and related tools.

To assemble the compliance file, you will need a checklist. The checklist is specific to this program and used to submit the compliance documents post-closing to eHousingPlus. [Log-in here and use the eHProForms App to download the program forms.](#)

Items to be uploaded in the compliance file include:

- Homebuyer Education Certificate (Freddie Mac Loans ONLY)
- WE DeKalb Program Mortgagor's Acknowledgment
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE (TRID form)
- Warranty Deed

## UPLOAD THE COMPLIANCE FILE TO EHP DIGITAL DOCS

[Log-in here and use the Digital Docs App to upload the compliance file.](#)

The Compliance File should be a PDF file uploaded upright and in a clear legible format, composed of all required documents on the Checklist. Don't upload a compliance file until everything is included in the package. The more complete the file, the quicker the review and approval, and the file AND fee must be received to start the review process. Be aware that Loans will go straight to deficient status if items are missing, or if the fee was not received or properly identified. Once you are ready to upload your documents select eHPDigital Docs and from the drop down menu click on New Upload and follow the prompts.

## SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

The Compliance Review Fee may be submitted separately from the Compliance File.

eHPay is a secure, efficient method for lenders to pay the fees ON-LINE. Loans managed through eHPay are processed faster, without fee errors or other unnecessary delays. **The Lenders Accounting Staff can access eHP FrontPorch and process the compliance fees payment easily via the Digital Docs and eHPay apps.**

Not sure of the required fee for your loan? **Use the FIND MY FEE feature and get the instant answer by entering the eHP loan number or by Program.** Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.



**USE PAYMENT CENTRAL** to determine any loan that may be pending fees, unidentified payments, files pending payment and short payments.

**LOANS PENDING FEES** lists Compliance Files that have been uploaded successfully, but whose fee payment is still pending. Lenders can monitor this area to ensure their fees have been delivered in a timely manner.

**UNIDENTIFIED PAYMENTS** are payments received from your company without the proper identification to apply it to the intended loan. Lenders can monitor this area to ensure that payments made are being properly identified with the eHP LOAN NUMBER.

**PAID LOAN FILES** lists compliance file that have been paid.

**SHORT PAYMENTS** If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

### **CLEAR A DEFICIENT COMPLIANCE FILE**

#### **LOAN DEFICIENCIES ARE NOT ACCEPTED VIA EMAIL.**

Clearing files deficiencies is critical to your loan being approved and ultimately purchased. In the Deficient Compliance Files drop down, choose View/Upload Corrected DEFIs. This area will assist you in viewing what needs to be corrected, which documents are approved and complete, and you will have the ability to upload the correction and communicate with us in one simple area.

Is very helpful in resolving outstanding issues and having broader visibility for all of your post-closing staff who may need to work on resolving these discrepancies.

Please make sure that you're shipping and post-closing staff is very familiar with this area.

Remember your loan cannot be approved with outstanding deficiencies.

### **EHP COMPLIANCE APPROVAL**

Following approval of Compliance File by eHousingPlus, lenders are notified and reminded of the purchase deadline.

### **SUBMIT MORTGAGE FILE & CREDIT PACKAGE TO SERVICER**

The Mortgage File including Credit Package and it is sent to US Bank. The US Bank Delivery and Funding Checklist is found within the US Bank web site.

To locate the US Bank product guidelines and checklist [click on this link](#).

You may need to enable pop-up windows on your web browser. Please contact your IT Department for assistance with this. If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Rev. 01/13/23)

US BANK notifies lenders of Exceptions, posts exceptions online and sends a weekly summary of outstanding exceptions.

### **FINAL DOCUMENTS**

The recorded mortgage documents, for both the first and second mortgages, should be sent to U.S. Bank.

## Welcome to the Next Generation of eHousingPlus© Solutions



### eHP FrontPorch Helpful Tips

Our new eHP FrontPorch graphical menu lets you access all apps and tools with one click. These apps were designed to assist you with the program requirements and workflow. In addition, eHP FrontPorch introduces new innovative tools such as Collaboration Station, Quick Tips, the eHPlaylist, and the Alerts and Notifications area. These NextGen Lender Platform tools have been designed to help you complete your tasks quick and easy.

### eHProForms

eHProForms is our newly designed forms generation app where a lender will access all program related documents. Using a search feature to quickly access the loan file, it provides all of the program forms that are required for your specific loan.

The forms are now organized by purpose leading with compliance related forms which will be part of the compliance package you sent to eHousingPlus, the closing second lien assistance and other similar forms you will submit to the servicer and their package and two additional areas for special forms and documents that may apply to your loan. The forms instantly generate from your loan record so it's essential to make sure that you review the information for accuracy.

If something needs to be updated you can log into the eHPortal, edit the loan and you come back to eHP FrontPorch and regenerate the forms. It is easy and you can create forms as many times as you need with just one click. If your loan record has not been updated, your loans will be incorrect, and your file will be placed in deficient status. Clicking the waffle menu at the top of the page is an easy way to get back to the main menu.

## eHP Front Porch Helpful Tips

### Collaboration Station

Collaboration Station creates a history of any issue that has been communicated regarding a specific loan and provides certain status alerts.

In collaboration station you can create a note to save to the loan file or you can send a message to anyone in our compliance team.

Click the message icon and a menu of eHousingPlus staff will appear at the top with their role for you to make the appropriate selection. You may include your team members who have user credentials to eHP FrontPorch that may assist in expediting solutions for your loans.

In Collaboration Station, you can also find the Servicer notes and exceptions that need to be addressed with them. By providing this view to you it gives you transparency to any problem that has to be resolved related to the mortgage or collateral submitted to the Servicer.

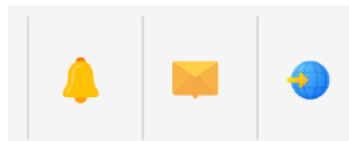
This view can be grouped, filtered, searched, and exported.

### Quick Tips

Quick Tips is a library of useful tips to give you simple quick how to answers on common topics related to the process. It is a way to have short simple tips at your fingertips by roller subject where you can catch up and get you up to speed fast. These Quick Tips are a great place to search for frequent questions, concerns, or simply to educate yourself on a variety of topics.

### eHPlaylist

The eHPlaylist is a newly created video platform with tutorials on where to perform tasks best practices and how-to's, all created to assist you with important information. Visual content is easy to access and understand and our playlist has a library of short concise and process-based learning topics. The video library has various categories and brief descriptions to easily build learning tools for your team. Together with Quick Tips, the eHPlaylist will provide you and your team with continuous learning resources to help you keep up to date with any platform or process changes.



### Alerts and Notifications

The Alerts and Notifications area (bell and envelope icons) has been designed to provide you notifications of notes and messages related to your loans, with additional notification of status changes based on your role. When you send and receive messages using this app, you will receive a notification alert so you can easily see what's happening with your loans.

The last area on the notification panel (world icon) is made available to help you navigate to any of the program pages, guidelines, eHPUniversity and to view eHP News.

## **PROGRAM TIMETABLE**

Buyers must have a fully executed sales contract for a specific property in order to have funds reserved. The contract may be dated prior to the date of the loan application. Buyers may be pre-qualified. However, if the buyer does not have a contract on a property, program funds cannot be reserved for the buyer until such time as the buyer presents a valid contract.

To assure that loans are purchased, please follow the Processing, Delivery and Purchase Timetable below. Please **DO NOT** reserve loans that cannot meet the timetable. **This is particularly important with respect to new construction, foreclosures and short sales. Please wait to reserve funds.** Loans not purchased within the timeframe below, may not be accepted for purchase.

### **Loan Processing, Delivery and Purchase Timetable**

**Please wait to reserve funds until certain that the loan will meet the calendar below.** Once a loan is reserved in the eHousingPlus system and is provided the Servicer's Loan number, the loan must be:

- 1. Underwriter certified within 15 days of loan reservation;**
- 2. Closed and delivered to the Servicer within 45 days of loan reservation; and**
- 3. Purchased within 70 days of loan reservation.**

Any loan not purchased within 70 days will automatically receive a one-time only 30-day extension. The cost of the extension is .25% times the mortgage loan amount. The extension fee is due whether or not loans are ultimately delivered and/or purchased. The extension fee will be netted by the Servicer when loans are purchased. If the loan is not purchased, the originating lender will be billed for the extension fee. Any outstanding fees owed by the Lender may result in that Lender becoming ineligible to participate in the program.

At 101 days, a loan that hasn't been delivered is cancelled. Reinstatement is not guaranteed and, if allowed, is subject to additional penalties in addition to the extension fee.

Again, the extension is offered once per loan and no further extensions will be allowed. Furthermore, any loan not purchased within the approved timeframe may become the liability of the originating lender, including any down payment assistance provided at closing.

**PROGRAM FEES**

**eHousingPlus Fees**

The program includes a first mortgage Compliance/Admin Fee and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File via [eHP FrontPorch using the eHPay App](#).

<b>WE DeKalb Program Loan Reserved 01/06/20 and after</b>
\$250 eHousingPlus

The **Compliance/Admin Fee** is the fee charged by the Program Administrator/Compliance Agent to process the applicant/borrower from Origination to Compliance Approval, and to assess that the lenders originating such loans are following Program guidelines for the benefit of the eligible borrower(s). The Program Administrator/Compliance Agent tracks the loan via its web-based system, and assists the lender in processing the loan ensuring eligibility to the program available offerings, which can include various rate options, and down payment assistance.

The Compliance/Admin fee includes the review of information and documents delivered in the form of a Compliance File by the originating lender, on behalf of the borrower. Additionally the Compliance review verifies that the lender has charged only the fees allowed by the Program. Contrary to this, approval may be denied and/or fees may have to be reimbursed to the borrower. The compliance file processing consists of required affidavits, application, closing documents, certain non-mortgage documents, tax returns where applicable and other pre-defined Program documents that are disclosed to the potential borrower(s). This is required to ultimately receive Compliance Approval. These documents can support both the first mortgage and any down payment assistance available, and are required to ensure eligibility to the Program, Federal, State and Local requirements, where applicable. The Compliance review verifies that the data and documents submitted meet all requirements, and may include those for first-time homebuyer, income limits, sales price limits, targeted areas, homebuyer education, rate, term, points, fee limits, LTV, FICO score, special state, city, county program requirements for qualified military, first responders, teachers, etc.).

**US Bank Fees**

\$80 Tax Service Fee and \$400 Funding Fee. These fees will be netted out at time of purchase by US Bank.

**LENDER FEES AND COMPENSATION**

Any fee and expense imposed by lender must be reasonable, customary and comparable to other FHA, VA and Freddie Mac loans of similar size. All fees and expenses must be fully disclosed to the Borrower in accordance with federal, state and local laws and regulations. Excessive fees, excessive expenses, and “Junk Fees” are considered contrary to HFA objectives and prohibited.

**Origination Fee:** Lender is allowed to charge and retain up to 1% of the original principal loan amount. This fee may be paid by buyer or seller as allowed by the agency. No additional points may be charged. Netted from closing.

**Discount or Additional Points:** Not allowed

**Service Release Premium:** Paid upon the purchase of the loan by Servicer.

**Customary Charges Incurred by Lender:** These should be nominal, customary and justified as pass through costs. Examples are as follows:

- Financing Costs – legal fees, underwriting fees and courier fees
- Settlement Costs – title and transfer costs, title insurance, survey/ILC, recording or registration costs
- Other Costs – doc prep fees, notary fees, hazard insurance premium, mortgage insurance premium, life insurance premium, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor.

**LENDER COMPENSATION**

1.For loans for which a 3.00% Downpayment Assistance grant has been provided, lenders are reimbursed 104.50% at loan purchase by U.S. Bank for all loan products.

2.For loans for which a 2.00% Downpayment Assistance grant has been provided, lenders are reimbursed 103.50% at loan purchase by U.S. Bank for all loan products.

3.For loans for which a 1.00% Downpayment Assistance grant has been provided, lenders are reimbursed 102.50% at loan purchase by U.S. Bank for all loan products.

(Rev. 01/13/23)

**LOAN PURCHASE PRICE**

(Rev 02/15/21)

Mortgage loans originated under the WE DeKalb program will be purchased by the Servicer.

- Total Lender compensation for Mortgage Loans originated under the WE DeKalb program will be 2.5% for all loan products.
- Lenders will collect and retain origination fee in the amount of 1.0% from the buyer or seller. Rev 12/01/15
- Lenders will receive an additional 1.50% servicing release premium (“SRP”) for all loan products from the Servicer at loan purchase.
- Lenders may collect all reasonable and customary fees and closing costs, provided all fees are fully disclosed in accordance with federal, state and local regulations. Ancillary fees collected may not exceed the amount collected on the Lenders’ similar non-Program loans.

## Archived Revisions Table 2015 - 2022

Date	Update (effective immediately for new reservations unless otherwise noted)	Page
3-17-15	New 2015 Income Limits	8
3-18-15	Added 203(k) streamlined loans	7
9-26-15	Added Contact Directory	6
9-26-15	Reformatted Program Features	10
9-26-15	Reformatted Compliance Process	11 & 12
9-26-15	Reformatted Program Fees	14
9-26-15	Reformatted Documents for Compliance File	16
10-15-15	Added eHP fee's information & increased US Bank fee	14
10-15-15	Added disclaimer regarding not reproducing program forms	15
12-01-15	Revised minimum FICO score	7
	Revised loan options to include automated underwriting and manual underwriting	8
	Revised Minimum FICO score, Manufactured housing no longer eligible	9
	Added Manufactured Housing no longer acceptable description	10
	Revised Lender Compensation AND Loan Purchase Price	14
12-22-15	Revised eHP Fee	14
04-26-16	Revised logo on cover	Cover
08-22-16	Clarified eHousingPlus fee	14
02-17-17	Removed any reference to USDA;RHS (RD) loans from guide	various pages
	Revised loan options and chart	8,9
	Revised Income Limits and Minimum Credit Score	9
	Revised maximum loan amount	10
	Revised Lender Compensation	16
	Added Freddie Mac HFA Advantage loans information and requirements	7,9,10,11
05-19-17	Revised Who To Contact Directory	6
	Added Freddie Mac & US Bank overlays to Eligible Borrowers	10
	Revised DTI Ratio with US Bank Conventional loan overlay	10
	Updated Homebuyer Education with Freddie Mac Credit Smart link	10
	Added US Bank condo expansion to Property Requirements	11
	Revised US Bank Tax Service fee	17
	Revised US Bank Web Site link	20
02-05-18	Revised first mortgage DPA options	8 & 9
	Revised lender compensation	18
04-25-18	Corrected max DTI ratio for Freddie Mac HFA Advantage conventional loan	10
	Revised US Bank Tax Service Fee	17
05-17-18	Added Freddie Mac AIS Grant information	9, 11, 14, 15, 16
	Revised eHP Fee when combined with AIS Grant	18
	Added lender compensation for the 5% grant	19
06-06-18	Replaced logo on cover of guide	cover

Date	Update (effective immediately for new reservations unless otherwise noted)	Page
07-23-18	Revised AIS Grant Income limits effective 07/29/18	11
02-26-19	Updated guide with eHP Digital Docs information	throughout
01-06-20	Revised Refinances to direct lender to US Bank HFA Division Added note, effective Jan 6, 2020 AIS Grant no longer available Added Special Note for Freddie Mac HFA Advantage loans Revised minimum FICO Revised maximum DTI Revised income limits Revised loan limits Revised manual underwriting guidance Removed reservation of AIS Grant from Summary of the Compliance Origination Process Revised US Bank web site information Added note to timeline regarding Freddie Mac HFA Advantage loans Added income limits prior to Jan 6th for reference	8 10 10 11 11 12 12 13 15 & 16 21 22 26
01-13-20	Corrected Freddie Mac HFA Advantage income limit	12
06-18-20	Revised Contact Directory Added US Bank COVID Guidance Revised Government Loans minimum FICO and maximum DTI Revised manual underwriting guidance Removed reference to AIS Grant	6 10 10 12 Throughout
07-19-20	Revised Freddie Mac 80% AMI & lower income limits	11
09-17-20	Revised FHA and VA income limit and maximum loan amounts	11
01-11-21	Revised FHA & VA minimum FICO to 640, effective 01/11/21	10
02-15-21	Revised Freddie Mac HFA Advantage loan product explanation Added Freddie Mac HFA Advantage LPA instructions Revised Compliance Origination Process Revised Lender Compensation to be the same for all loan products	7 11 13 22
05-07-21	Revised Income and Purchase Price limits	10
7-28-21	Revised Freddie Mac 80% AMI & lower income limits	10
01-13-22	Revised FHA Maximum Loan Amount	10
02-03-22	Updated FICO and DTI Requirements effective 02/16/22	9
03-16-22	Updated Contact Directory Removed 203(k) Rehab loans and Refinance Loans and 5% Assistance Added 2% Assistance Updated FICO and DTI for VA loans effective 03/23/22 Updated Lender Compensation	6 7 7 & 8 10 23