



Issuer: City of Aurora, Illinois

**Compliance Agent Guidelines
First Mortgage with
Forgivable Second Mortgage**

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ILLINOIS ASSIST HOMEOWNERSHIP PROGRAM TEAM



City of Aurora, Illinois

The Issuer serves as a sponsor of this program. The Issuer is an instrumentality of government in accordance with HUD/FHA and Fannie Mae guidelines. The Issuer determine the parameters of the first mortgage and borrower assistance, set the rate, term and points and may market the program

Participating Lenders

Take applications, reserve in their own systems, process, underwrite, approve, fund, close and sell qualified loans to the program. Check with your company on how to reserve a program loan rate in your own system so that you have funds available for closing. Lenders are responsible for servicing program loans in accordance with GNMA requirements until they're purchased by the Master Servicer.

U. S. Bank Master Servicer

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

eHousingPlus Program Compliance Agent

Maintains the program reservation system, websites, and posts guides, forms, training materials, provides training on compliance issues and system, answers program compliance 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

Question	Option #	email
Lender On-boarding/Training (Program & System)	Option #4	Click here
Lender On-boarding/User Access (Credentials, Disabled Access, etc)	Option #1	Click here
eHPay - Digital Payment of Compliance Fees	Option #3	Click here
Program Eligibility Questions - READ THIS GUIDE FIRST	Option #4	Click here
Deficiencies - Access the Deficiencies/Exceptions Report on the eHPortal, under Reports. If you have a specific question related to a missing or incorrect delivery, you can contact us.	Option #5	NO EMAIL Upload <u>ONLY</u> to Digital Docs
Loan Specific Questions - If you have any questions related to a specific loan already in our system, need to make changes that are locked or other borrower issues.	Option #6	Click here
Questions about the Compliance File, Deficiencies and Missing Documents (do <u>NOT</u> email deficiency or missing documents, upload <u>ONLY</u> to Digital Docs)	Option #7	Click here
System Errors - Technical Assistance	Option #7	Click here
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. U.S. Bank	(800) 562-5165	Click here

(Revised 07/28/21)

THE PRODUCTS

PROGRAM PRODUCTS

All applicants in this program may receive a first mortgage loan and down payment assistance as a percentage of the full Note amount. No defined limit for first mortgage funds -- continuously funded pools to be replenished and/or supplemented as loans are pooled and delivered. Allowable loan products include the Freddie Mac HFA Advantage conventional loan only. Government loans products are not available in the Program.

DAILY RATE LOCK RESERVATION AVAILABILITY

Reservations in this program are available Monday - Friday 9:00 a.m. - 8:00 p.m. Central Time excluding holidays.

[Click here to view the current program interest rates](#) shown on the Issuer's web page on the eHousingPlus web site. Click on the RATES/OFFERINGS tab to view the current rate. PLEASE NOTE THAT RATES 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.

FIRST MORTGAGE

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan with 360 level monthly payments. The following mortgage products are offered in this program: FHA, VA, USDA: RD and Freddie Mac HFA Advantage conventional loan. US Bank provides the types of government and conventional loan products permitted.

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.

Freddie Mac HFA Advantage Conventional Loan - ABOVE 80% AMI (effective 01/20/21)

These loans will have higher income limits and will receive standard level MI coverage.

DOWN PAYMENT ASSISTANCE - FORGIVABLE SECOND MORTGAGE

Effective 08/15/18 - Assistance is in the form of a 0% interest, forgivable second mortgage, forgiven over 3 years – 1/36th per month with no scheduled payments. The Assistance is calculated on the Note amount. The Assistance may be used for down payment or closing costs and pre-pays. While there is no cash back in this program, the borrower may be reimbursed for any overpayment of escrow. Because the Assistance is a fixed percentage, any remaining Assistance must be applied as a principal reduction. Any remaining amount of the DPA second mortgage will only be due from the borrower if the first mortgage is prepaid, refinanced or if the borrower sells, transfers or otherwise disposes of the property, including foreclosure, before the end of the 36 month period. The assistance is reserved automatically with the first mortgage reservation. There is no additional reservation necessary. Second mortgage forms include: DPA Loan Disclosure (RESPA Partial Exemption disclosure), Deed of Trust and Promissory Note all signed at closing. The second mortgage is funded by the lender. Upon loan purchase by the master servicer, U.S. Bank, the lender will be reimbursed the second mortgage amount.

PROGRAM REQUIREMENTS

Eligible Borrowers

- * Buyers are NOT required to be first time buyers.
- * Buyers and their spouses must be able to permanently reside in the US.
- * Follow Agency (FHA, VA, USDA-RD, Freddie Mac) and U.S. Bank guidelines for non-citizens.
- * Buyers must live in the property they purchase as their principal residence.
- All applicants must be considered irrespective of age, race, color, religion, national origin, sex, marital status, military status or physical handicap.
- Buyers must occupy the property purchased within 60 days of closing.
- The past three years federal income tax returns are NOT required.
- There is no Recapture Tax.
- Lender should contact the Agency (FHA, VA, RD, Freddie Mac) regarding ownership of other property. (Rev 12/10/18)

Minimum FICO

The Program requires a minimum FICO credit score for various products, the mid score must be the minimum or above. [Click here to view the Rates/Offerings chart for allowable FICO](#) (click on RATES/OFFERINGS tab). 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. For home buyers with NO FICO score, participating lenders must comply with U.S. Bank HFA guidelines. (Rev 01/06/20)

DTI Requirement

Effective 01/06/20

- Government loan with a minimum 640 FICO will have a maximum DTI ratio of 45%.
- Freddie Mac loans with a minimum 680 FICO will have a maximum DTI ratio of 50%.
- Freddie Mac loans with a minimum 640 FICO will have a maximum DTI ratio of 45%.
- Contact US Bank HFA Division with any questions regarding acceptable AUS, 800-562-5165.
- Lenders must comply with Mortgage Insurance DTI requirements which may limit the maximum DTI for borrowers with a FICO under 700. (Rev 01/06/20)

Household Income Calculation

Qualifying income in this program includes ONLY the 1003 income used to qualify borrower(s) for the loan. See page 10 of this guide for the program income limits.

Homebuyer Education

PRE-CLOSING the Mortgagor shall have received appropriate homebuyer education pursuant to a homebuyer education program approved by the Lender (unless qualifying under a Veteran's Exception or those who are exempt by purchasing a home in a Federally Designated Targeted Area as specified in the this Program Guide). **Examples of acceptable homebuyer education include:** face-to-face homebuyer education if provided by a HUD approved counseling agency, refer to www.hud.gov for a list of approved education providers by county. Online HBE is also permitted if provided by a HUD approved agency, a mortgage insurance provider, or an Agency or GSE sponsored course. Certificates of completion are acceptable for 1 year from the date of completion.

Property Requirements

- Properties purchased must be residential units only.
- Purchase price must include everything paid by the buyer or on the buyer's behalf.
- Primary residences only, new or existing, one to four units, detached or attached, condos, townhomes. Existing two-to-four unit residences must be at least 5 years old. New construction can be no more than a one-unit residence unless in a Targeted Area where two units are permitted).
- Freddie Mac Loans - One Unit property ONLY
- Condos permitted for Freddie Mac loans up to 95% LTV
- Homes are considered new if never previously occupied.
- Manufactured housing, 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.
- No more than 15% of the square footage of the home being purchased may be used in connection with a trade or business including Child Care services (Permitted: incidental rental from eligible two-to-four unit residences).

Program Income Limits

Standard Mortgage Insurance coverage

COUNTY	INCOME NON- TARGETED 1-2 Persons	INCOME NON- TARGETED 3 + Persons	INCOME TARGETED 1-2 Persons	INCOME TARGETED 3 + Persons
COOK	\$89,100	\$102,465	\$106,920	\$124,740
DUPAGE	\$89,100	\$102,465	N/A	N/A
GRUNDY	\$85,300	\$98,095	\$102,360	\$119,420
KANE	\$89,100	\$102,465	\$106,920	\$124,740
KENDALL	\$103,400	\$118,910	N/A	N/A
LAKE	\$89,100	\$102,465	\$106,920	\$124,740
MCLEAN	\$88,300	\$101,545	\$105,960	\$123,620
WILL	\$89,100	\$102,465	\$106,920	\$124,740
OTHER PROGRAM AREAS	\$81,800	\$94,070	\$98,160	\$114,520

(Rev 01/13/20)

Freddie Mac HFA Advantage - 80% AMI and Lower Income Limits
 Reduced Mortgage Insurance coverage

County	At or below 80% AMI
Boone	\$58,640
Bureau	\$57,520
Champaign	\$69,120
Coles	\$54,320
Cook	\$72,960
Dekalb	\$72,960
Dupage	\$72,960
Grundy	\$72,960
Kane	\$72,960
Kankakee	\$59,600
Kendall	\$72,960
La Salle	\$55,400
Lake	\$72,960
Macon	\$54,960
Madison	\$67,760
Mclean	\$72,240
Ogle	\$60,640
Peoria	\$61,040
Rock Island	\$61,040
Sangamon	\$68,400
St. Clair	\$67,760
Tazewell	\$61,040
Will	\$72,960
Winnebago	\$58,640

(Effective 06/16/21 Revised 07/28/21)

Purchase Price Limits for 1 - 4 family units

Existing two-to-four unit residences must be at least 5 years old. New construction can be no more than a one-unit residence unless in a Targeted Area where two units are permitted. Freddie Mac loans will only allow 1 unit property. Effective with new loan reservations 06/06/19 and after (Rev 06/11/19).

COUNTY	1 Unit NON- TARGETED	1 Unit TARGETED	2 Units ALL AREAS	3 Units ALL AREAS	4 Units ALL AREAS
BOONE	\$305,330	NA	\$390,876	\$472,463	\$587,169
COOK	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
DEKALB	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
DUPAGE	\$331,205	NA	\$423,997	\$512,514	\$636,940
GRUNDY	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
KANE	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
KENDALL	\$331,205	NA	\$423,997	\$512,514	\$636,940
LAKE	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
WILL	\$331,205	\$404,806	\$423,997	\$512,514	\$636,940
WINNEBAGO	\$305,330	\$373,181	\$390,876	\$472,463	\$587,169
OTHER PROGRAM AREAS	\$283,348	\$346,315	\$362,818	\$438,532	\$544,981

(Rev 01/13/20)

Illinois Assist Program Eligible Areas

It is the lenders responsibility to determine the eligible area of a property.

CITY OR VILLAGE	CITY OR VILLAGE	COUNTY IN ITS ENTIRETY
City of Aurora	Village of Peoria Heights	Boone
Village of Bartonville	City of Peru	Champaign
City of Belleville	Village of Plainfield	Coles
City of Belvidere	City of Princeton	Cook
Village of Bridgeview	City of Rochelle	DeKalb
City of Champaign	City of Rockford	Kankakee
City of Charleston	Village of Rockton	Kandall
City of Collinsville	Village of Romeoville	Lake
City of Crest Hill	City of Schaumburg	Macon
Village of Creve Coeur	Village of Shorewood	Madison
City of Decatur	City of South Beloit	McLean
City of East Moline	City of Springfield	Ogle
City of East Peoria	City of Urbana	Peoria
City of Edwardsville	City of Washington	Rock Island
Village of Godfrey	City of Wood River	Tazewell
City of Joliet	Village of Yorkville	Winnebago
Village of Justice		
City of LaSalle		
City of Lockport		
City of Loves Park		
Village of Machesney Park		
Village of Marquette Heights		
City of Mattoon		
Village of Mendota		
Village of Minooka		
Village of Montgomery		
City of Naperville		
City of Pekin		
City of Peoria		

FINANCING FACTS

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, RD and Freddie Mac HFA Advantage conventional loans are permitted. Find the specific government and conventional loan products permitted on the US Bank website. (Added 01/10/17)

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. (Added 01/10/17)

[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.

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

Construction to perm is not permitted.

Co-signors For credit underwriting: Permitted for FHA loans under very specific conditions. Follow FHA guidelines for credit purposes only. Treat co-signor income as directed by FHA. For program purposes: Co-signors are allowable in an FHA transaction when meeting the following conditions (1) a cosigner cannot have any ownership interest in the property (they cannot be on the Mortgage/ Deed) and (2) the co-signor cannot reside in the property being purchased. A co-signors income is not considered for program purposes, tax returns are not required and co-signors do not sign any program documents.

Co-signors (Freddie Mac) - Not allowable.

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 income disclosed on the Affidavit must be the same or more than that shown on the 1003. 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.

Manual Underwriting - Lenders should reference the US Bank Seller Guide Update [SEL-2019-063: Manual Underwriting Update](#). Contact US Bank at 800-562-5165 to request a copy of the update. (Rev. 01/06/20)

Manufactured Homes - Not permitted in the program.

Minimum Contribution There is no minimum contribution required by the program. Follow Agency (FHA, VA, etc) guidelines for their requirements.

Minimum Loan Amount There is no minimum loan amount in this program.

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

Recapture Tax There is NO RECAPTURE TAX IN THIS PROGRAM

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.

Refinances of existing mortgage loans This program is intended for new mortgage financing. Refinances of existing mortgage loans are not permitted. However, temporary, construction or bridge financing with a term of 2 years or less may be taken out with a program loan.

Remaining reserves are not established by this program. If any, these are determined by the type of financing used (i.e. FHA, VA.).

Seller Concessions Are permitted subject to FHA, VA or RD guidelines.

Tax Returns or Tax Transcripts - Not required for program purposes.

SECOND MORTGAGE FAQ

1. **Will a separate Loan Estimate (LE) and Closing Disclosure (CD) be required for the second mortgage?** No, the program form, Partial Exemption Disclosure, will serve as the LE/CD.
2. **Can the Partial Exemption Disclosure be e-signed?** Yes, the master servicer accepts e-signatures so long as the lender is set-up with US Bank to do so.
3. **How should the DPA be entered in AUS?** Follow FHA/VA/RD/Freddie Mac guidelines for correct input.
4. **Does the 2nd Mortgage need to be recorded?** Yes, the originating lender records the Second Mortgage and return it to the master servicer final document department.
5. **Who endorses the 2nd Note to U.S. Bank?** The 2nd Note is in the name of the program Issuer, the City of Aurora, Illinois.
6. **Will Illinois Assist subordinate the 2nd so my borrower can refinance during the 3-year forgivable period?** No.
7. **Are there specific disclosures required for the 2nd mortgage recording fee?** The CFPB released a final rule regarding TILA and RESPA disclosures on HFA second mortgages in July. The Final rules amends the RESPA exemption to clarify that any transfer taxes borrowers pay at closing are an allowable fee. The rule also EXEMPTS state and local recording fees and taxes from being counted toward the 1% fee cap.
8. **Are the recording fees listed on the 1st mortgage CD?** Yes, the recording fees are listed on the CD, but the lender's compliance group should determine what section the fee should be listed. eHousingPlus and U.S.Bank do not provide information on where those fees are to be listed.
9. **Are there any other fees for the 2nd mortgage?** No, just the recording fee.
10. **What is the mortgagee clause for the Second Lien?** Lenders should contact US Bank HFA Division for assistance with this question, please call 800-562-5165.
11. **Does the lender fund the assistance at closing?** Yes, upon purchase of the first and second mortgage by the program master servicer, the lender will be reimbursed.

SUMMARY OF THE COMPLIANCE ORIGINATION PROCESS

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.](#)

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 SECOND MORTGAGE FUNDS

To reserve funds, use the [eHousingPlus eHPortal](#). Log in and reserve the first mortgage that *automatically* provides Assistance. You will receive a loan number and a message that you've completed the reservation successfully. **Provide the borrower with the program Partial Exemption disclosure within three (3) business days of the application date. The date of reservation in the eHousingPlus Lender Portal is the application date for the forgivable second mortgage loan.**

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 eHPortal. And then, the lender must email (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.

PROCESS

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

UNDERWRITE AND CERTIFY

Lenders underwrite & are responsible for credit decisions of the loans in the program. Servicer does not re-underwrite loans. Following credit approval AND WITHIN 30 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) or call the eHousingPlus Compliance office at 954-217-0817 to request to have the certification removed.

CLOSE AND VERIFY

The following program forms are found within the eHousingPlus Lender Portal. It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms.

- Affidavit/Certification
- Partial Exemption Disclosure
- Mortgagor Acknowledgment (Freddie Mac Loans only)
- Notice of DPA Gift Letter
- Second Mortgage
- Second Note

COMPLIANCE FILE DELIVERY INSTRUCTIONS

- All compliance files are uploaded directly to eHousingPlus via eHP Digital Docs.
- All exceptions / file deficiencies will be communicated to the Lender via email and will be posted in the eHPortal. Exceptions may be viewed online at the loan level and in an exceptions report.
- Documentation requested to clear file deficiencies are uploaded directly in eHP Digital Docs.
(Added 12/10/18)

eHP Digital Docs

See pages 18 - 21 of this guide for detailed information about eHP Digital Docs.
(Added 12/10/18)

INSTRUCTIONS FOR THE DELIVERY OF COMPLIANCE FILES, FEES AND CORRECTED DEFI'S.

Compliance Files and Corrections to previously submitted files with erroneous or missing required documents will be managed through the **eHousingPlus Digital Docs Portal**. This Digital Docs 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. This Portal 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 new **eHPay** on line fee approval, and related tools.

Who needs Access to eHP Digital Docs?
*Closers, Post-closers, Shippers,
Defi/Exceptions and Accounting personnel.*

HELPFUL TIPS FOR UPLOADING THE COMPLIANCE FILE

- The site works best with the Google Chrome browser. All other browsers may encounter problems.
- If you cannot remember your password, you can reset from the eHP Digital Docs log in screen.

FIRST STEPS

- You will need a Username and Password to access **eHP Digital Docs**
 - a. If you are already an existing Active User of the **eHPortal** Lender Portal, you will automatically be set up to use **eHP Digital Docs**. Your Username and Password will be the same, but you may be prompted to change the password if it does not meet security guidelines.
 - b. If you are NEW to any of the **eHousingPlus Portals**, you will need to request User Credentials at **www.ehousingplus.com/user-credentials**

NEXT, ACCESS THE EHP DIGITAL DOCS PORTAL

- As a participating lender to various programs, you already know that our web page for the Illinois Assist Homeownership Program is where you access both Program Info and the Systems.



- There are two icons you will immediately see:



- This is the existing Lender Origination Portal



- This is the NEW eHP Digital Docs Portal.

NOW YOU ARE READY TO DELIVER YOUR COMPLIANCE FILE...

The Compliance File should be a PDF file composed of all required documents on the Checklist.

- By clicking “NEW UPLOAD” on the Digital Docs Menu, you will be able to upload the file easily.
- Currently, there are three file types you will upload into the new DD Portal: Compliance Files, DEFI’s, and/or pre-closing documents as required. Additional uploads after the Compliance File are identified as Defis.
- There is a **NOTES** Feature in case there is any pertinent information you want to add to the compliance documents.
- Once Submitted, the System will confirm that the document was uploaded successfully, or it will present an error.
- All Files Uploaded, can be seen immediately in **UPLOADED DOCS**.
- All documents must be a PDF format and must not be locked or encrypted.
- Documents must be uploaded upright and in a clear legible format.
- Use the **Checklist** to make sure you are delivering all required documents.

...AND SUBMIT THE REQUIRED COMPLIANCE REVIEW FEE

- Compliance Review Fees may now be submitted separately from the Compliance File.
- eHPay** is a secure, efficient method for lenders to pay the fees ON-LINE by enrolling in this FREE Program. Loans managed through **eHPay** are processed faster, without fee errors or other unnecessary delays. Accounting Staff can access eHP Digital Docs and process the compliance fees payment easily via eHPay.



Not sure of the required fee for your loan? Use the **FIND MY FEE** feature under **PAYMENT CENTRAL** and get the instant answer.

- Compliance Files Uploaded are NOT ready for review until the Compliance Review Fee Payment has been received by eHP.
- FILES PENDING PAYMENT** 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 OUR LOAN NUMBER.
- SHORT PAYMENTS** If an incomplete payment is submitted, it will be displayed indicating the amount paid and the correct fee amount.

TIPS

- eHPay.** This is a secure solution for the payment of fees. Talk to one of our eHousingPlus Business Representatives about how you can sign up, and to answer any questions related to this new service

CORRECTING DEFICIENT FILES

- CORRECTED LOAN DEFICIENCIES WILL NOT BE ACCEPTED VIA EMAIL.**

The **eHPortal** (Lender Origination Portal) has various tools that alert lenders when a Compliance File is delivered DEFICIENT. These multiple tools assist you, the lender, in easily correcting these deficiencies and allow your file to be Compliance Approved in a timely manner.

- System generated DEFI emails sent at time of review with corrective actions.
- Loan's **TIMELINE** Tab depicts pending deficiencies ANYTIME you log in and view your loan.
- EXCEPTIONS/DEFICIENCY** Reports are available on the **REPORTS** Menu.



WHEN YOU ARE READY TO SUBMIT YOUR CORRECTED DEFI'S OR MISSING DOCUMENTS

The **Corrected DEFI's** are to be submitted and UPLOADED via **eHP Digital Docs**, using the same easy method the Compliance File is delivered.

- Log in to **eHP DIGITAL DOCS**
- Search for your loan
- NEW UPLOAD:** select your file(s), and if prompted select Corrected DEFI as 'Type'.
- The **NOTES** Feature is available to add any relevant information if needed.
- YOU'RE DONE!**
- Defi's may be uploaded as a lender receives a document.
- Corrected Defi's may be view in eHP Digital Docs under, Uploaded Docs.



QUICK TIPS

- Save time by trying to consolidate corrections to your loan files.
- Working on DEFI's might be easier if grouped by loan & Program; typically, the same types of errors occur based on varying Program Criteria.
- Use the reports available on the **eHPortal** (EXCEPTIONS/DEFICIENCIES) as a guide and deliver them easy using **eHP Digital Docs**.

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 Checklist [click on this link](#).

Click on the *Learn More* button found under the heading, *Enjoy Housing Finance Agency Services*.

Your web page will be redirected to the AllRegs site for US Bank HFA Division.

If you experience any technical difficulty, please contact US Bank HFA Division directly at 800-562-5165. (Rev. 01/06/20)

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

APPROVALS

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

PROGRAM TIMELINE

Buyers must have a fully executed sales contract for a specific property in order to have funds reserved or be on a waiting list. 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 until loans can meet the timelines below. Loans not purchased within the timeframe below, cannot be purchased.

The revolving pool of funds assures continuous funding. Fund availability makes it unnecessary to rush to reserve funds.

Loan Processing, Delivery and Purchase Timetable

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 30 days of loan reservation;
2. Purchased within 70 days of loan reservation.

Any loan not purchased within 70 days will automatically receive a one-time only 30-day extension. At 101 days, a loan that hasn't been purchased is cancelled.

The cost of the extension is 0.25% of the loan amount. The 0.25% extension fee is due whether or not loans are ultimately delivered and/or purchased. The 0.25% 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 of 0.25%. Any outstanding fees owed by the Lender may result in that Lender becoming ineligible to participate in the program.

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

PROGRAM FEES

First Mortgage Fees

There are no Origination or Discount Fees charged in this program.

eHousingPlus Fees

The program includes a first mortgage Compliance/Admin Fee of \$275 and a penalty fee of \$100 for files that are chronically deficient. The Compliance/Admin Fee is submitted with the Compliance File. Read pages 18 - 21 of this guide for information about Payment Central located in eHP Digital Docs. (Rev 12/10/18)

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.

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

In addition to the SRP noted below, Lenders are permitted to charge reasonable and customary charges for out of pocket expenses and costs. Other financing costs such as legal fees and underwriting fees may be charged and courier fees may be charged if such fees are normally charged. Lenders may charge the usual and reasonable settlement costs. Settlement costs include titling and transfer costs, title insurance, survey fees or other similar costs. Other allowable fees include doc prep fees, notary fees, hazard, mortgage and life insurance premiums, recording or registration charges, prepaid escrow deposits and other similar charges allowable by the insurer/guarantor. "Junk" fees are not a defined term and may not be charged. Excessive fees are not permitted in the program.

Lender Compensation

Lenders receive SRP of 2.00% for FHA, RD and Freddie Mac Loans and 1.50% for VA Loans. Lenders also receive reimbursement of the advanced DPA when US Bank purchases the loan.

Second Mortgage Fees

None except for the recording fee.

PROGRAM FORMS

The program forms MUST be generated directly from the eHousingPlus Lender Portal at the loan level. The program forms MUST be printed from the eHousingPlus eHPortal ONLY. Any program forms printed anywhere other than the eHPortal will be deemed void and may cause a loan file to not be purchased. This topic addresses the specific forms required for the program for originating, processing, closing and loan delivery.

PRE-CLOSING DOCUMENT

The following program form is found within the eHPortal. The Partial Exemption Disclosure must be delivered to the borrower(s) within three (3) business days of the application date. The date of reservation in the eHousingPlus Lender Portal is the application date for the forgivable second mortgage loan.

- **Partial Exemption Disclosure**

CLOSING DOCUMENTS

The following program forms are found within the eHousingPlus Lender Portal. It is VERY important to note, if the loan amount changes, all of the forms listed below will need to change as well. As a reminder, the assistance amount is calculated on the Note amount. When the Note amount changes, so will the assistance amount on the forms.

- **Affidavit/Certification**
- **Mortgagor Acknowledgment** (Freddie Mac Loans only)
- **Notice of DPA Gift Letter**
- **Second Mortgage**
- **Second Note**

WHO SIGNS THE FORMS?

Form	Borrower	Co-Borrower	Non Purchasing Spouse	Co-signor
Affidavit/ Certification	Yes	Yes	Yes	No
Notice of DPA Gift Letter and Mortgagor Acknowledgment	Yes	Yes	Yes	No
Partial Exemption Disclosure	Yes	Yes	Yes	No
2 nd Mortgage	Yes	Yes	Yes	No
2 nd Note	Yes	Yes	No	Yes

On Title	Yes	Yes	Yes	No
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DOCUMENTS REQUIRED FOR COMPLIANCE FILE

Read pages 18 - 21 of this guide for information the compliance file submission to eHP Digital Docs. (Rev 12/10/18)

These are the required documents for this program.

For accuracy with the payment of the Compliance Review Fee, please visit 'PAYMENT CENTRAL' and 'FIND MY FEE' in eHP Digital Docs.

- Homebuyer Education Certificate
- Illinois Assist Program Affidavit Mortgagor, Seller, Lender
- Illinois Assist Program Mortgagor Acknowledgement (Freddie Mac Loans Only)
- Real Estate Purchase Contract
- FINAL SIGNED 1003
- FINAL SIGNED CLOSING DISCLOSURE
- Warranty Deed
- Discharge Papers (DD214) only if Veteran is qualifying under the Veteran's Exception
- Illinois Assist Program Affidavit of Co-Signer/Guarantor (if Applicable)

TARGETED AREA CENSUS TRACTS
Effective 04/05/19

The Targeted Area is an economically distressed area as determined from the most recent census data or designated by the state. The following census tracts located within the Program Area have been designated as Targeted Areas:

City of Aurora, Kane, DuPage, Will and Kendall Counties, Illinois 8535*, 8536*
Village of Bartonville, Peoria County, Illinois None
City of Belleville, St. Clair County, Illinois 5017.00, 5024.04
City of Belvidere, Boone County, Illinois None
The County of Boone, Illinois None
Village of Bridgeview, Cook County, Illinois None
City of Champaign, Champaign County, Illinois 0002.00, 0003.01, 0003.02, 0004.01, 0004.02, 0007.00, 0009.01, 0053.00, 0111.00
The County of Champaign, Illinois 0002.00, 0003.01, 0003.02, 0004.01, 0004.02, 0007.00, 0009.01, 0053.00, 0054.01, 0054(BG1)*, 0055(BG 5, 6, 7)*, 0060.00, 0111.00
City of Charleston, Coles County, Illinois 0004.00
The County of Coles, Illinois 0004.00
City of Collinsville, Madison and St. Clair Counties, Illinois 5024.04

* These designated census tracts are based on 1980 census designations and cannot necessarily be equated to 2010 census maps.

Cook County Targeted Area Census Tract Numbers

0105.01	2718.00	4401.02	6810.00
0205.00	2804.00	4402.01	6811.00
0301.04	2809.00	4402.02	6812.00
0306.03	2909.00	4601.00	6813.00
0307.03	2912.00	4603.01	6814.00
0312.00	2916.00	4603.02	6903.00
0315.01	2922.00	4606.00	6911.00
0819.00	2924.00	4607.00	6915.00
1901.00	2925.00	4610.00	7101.00
1912.00	3005.00	4909.01	7103.00
2105.01	3007.00	4910.00	7106.00
2106.01	3008.00	5202.00	7107.00
2209.02	3009.00	5302.00	7303.00
2210.00	3011.00	5401.01	8036.06
2211.00	3012.00	5401.02	8044.05
2225.00	3016.00	5704.00	8133.02
2226.00	3018.01	5803.00	8138.02
2228.00	3018.02	5805.01	8164.01
2229.00	3018.03	6103.00	8173.00
2303.00	3104.00	6104.00	8236.03
2305.00	3105.00	6110.00	8262.01
2309.00	3106.00	6111.00	8263.04
2312.00	3107.00	6112.00	8269.02
2315.00	3108.00	6113.00	8276.00
2407.00	3109.00	6114.00	8289.00
2410.00	3406.00	6115.00	8290.00
2427.00	3504.00	6118.00	8291.00
2510.00	3511.00	6119.00	8294.01
2513.00	3514.00	6120.00	8312.00
2515.00	3515.00	6309.00	8313.00
2516.00	3602.00	6603.01	8339.00
2518.00	3805.00	6604.00	8340.00
2519.00	3814.00	6606.00	8342.00
2520.00	4004.00	6609.00	8345.00
2521.02	4005.00	6702.00	8346.00
2522.01	4008.00	6703.00	8348.00
2601.00	4201.00	6704.00	8349.00
2602.00	4204.00	6705.00	8351.00
2603.00	4205.00	6706.00	8355.00
2604.00	4207.00	6707.00	8356.00
2605.00	4208.00	6711.00	8359.00
2606.00	4212.00	6712.00	8361.00
2607.00	4301.01	6713.00	8366.00
2608.00	4303.00	6714.00	8367.00
2609.00	4305.00	6715.00	8368.00
2610.00	4307.00	6716.00	8369.00
2705.00	4313.01	6718.00	8370.00
2712.00	4313.02	6805.00	8371.00
2713.00	4314.00	6806.00	8373.00
2714.00	4401.01	6809.00	8374.00

Cook County Targeted Area Census Tract Numbers

8383.00	2213*	2807*	4606*
8387.00	2215*	2817*	4910*
8401.00	2214*	2523*	4913*
8407.00	2216*	2704*	4914*
8410.00	2218*	2709*	5105*
8412.00	2219*	2802*	5301*
8413.00	2220*	2708*	5302*
8414.00	2221*	2803*	6003*
8415.00	2222*	2818*	6009*
8418.00	2229*	2823*	6101*
8425.00	2304*	2824*	6103*
8429.00	2224*	2828*	6109*
8430.00	2227*	2831*	6110*
8433.00	2306*	2834*	6701*
8434.00	2307*	2901*	6121*
0101*	2308*	2904*	6704*
0317*	2402*	2921*	6705*
0311*	2312*	2924*	6706*
0512*	2404*	2926*	6709*
0514*	2409*	2925*	6713*
0515*	2403*	3004*	6714*
0607*	2412*	3008*	6715*
0611*	2419*	3010*	6717*
0623*	2421*	3011*	6718*
0625*	2415*	3012*	6719*
0626*	2416*	3015*	6720*
0703*	2417*	3016*	6808*
0704*	2420*	3107*	6814*
0705*	2422*	3110*	6909*
0708*	2423*	3102*	7106*
0709*	2424*	3103*	7107*
0710*	2425*	3111*	6911*
0711*	2428*	3115*	7109*
0718*	2429*	3505*	7110*
0719*	2430*	3507*	8092*
0720*	2511*	3509*	8173*
0806*	2431*	3508*	AND PARTS OF:
1401*	2432*	3811*	8237*
1402*	2436*	3512*	8175*
2006*	2512*	3904*	8243*
2201*	2514*	4212*	8271*
2202*	2515*	4302*	8272*
2203*	2516*	4304*	0301*
2204*	2519*	4309*	0306*
2205*	2517*	4310*	0307*
2210*	2520*	4313*	0313*
2211*	2521*	4409*	0314*
2209*	2522*	4604*	0501*
2212*	2609*	4909*	0601*

Cook County Targeted Area Census Tract Numbers

0706*
0803*
0818*
2004*
2101*
2513*
2801*
2820*
2821*
2822*
2835*
3005*
3113*
3114*
4201*
4301*
4312*
4404*
4502*
4601*
4602*
4603*
4605*
4701*
4909*
5305*
6004*
6114*
6914*
7101*
7102*
7103*
7105*
7108*
7111*
7305*
7306*
7501*
7502*
7506*
8141*
8260*

* These designated census tracts are based on 1980 census designations and cannot necessarily be equated to 2010 census maps.

City of Crest Hill, Will County, Illinois None
Village of Creve Coeur, Tazewell County, Illinois None
City of Decatur, Macon County, Illinois 0002.00, 0003.00, 0004.00, 0006.00, 0009.00, 0010.00, 0011.00, 0019.00, 0031.00
The County of DeKalb, Illinois 0010.02, 0022.00
City of East Moline, Rock Island County, Illinois 0207(BG1)*
City of East Peoria, Tazewell County, Illinois 0202*
City of Edwardsville, Madison County, Illinois 4030.02(BG1)*
Village of Godfrey, Madison County, Illinois None
City of Joliet, Will and Kendall Counties, Illinois 8812(BG1)*, 8813*, 8819.00, 8820.00, 8821.00, 8824.00, 8825.00
Village of Justice, Cook County, Illinois None
The County of Kankakee, Illinois 0110.00, 0114.00, 0115.00, 0116.00, 0117.00, 0117.00(BG4)*, 0123.00
The County of Kendall, Illinois None
The County of Lake, Illinois 8613*, 8622*, 8623.00, 8624*, 8624.01, 8626.05, 8627.00, 8629(BG1)*, 8629.02, 8661.00
City of LaSalle, LaSalle County, Illinois None

City of Lockport, Will County, Illinois None
City of Loves Park, Boone and Winnebago Counties, Illinois None
Village of Machesney Park, Winnebago County, Illinois None
The County of Macon, Illinois 0002.00, 0003.00, 0004.00, 0006.00, 0009.00, 0010.00, 0011.00, 0019.00, 0031.00
The County of Madison, Illinois 4002*, 4006.00, 4007.00, 4017.01, 4022*, 4024*, 4026*, 4030.02(BG1)*, 4040.00
City of Marquette Heights, Tazewell County, Illinois None
City of Mattoon, Coles County, Illinois 0004.00
The County of McLean, Illinois 0002.00, 0013.03
City of Mendota, LaSalle County, Illinois None
Village of Minooka, Grundy and Will Counties, Illinois None
Village of Montgomery, Kane and Kendall Counties, Illinois None
City of Naperville, DuPage and Will Counties, Illinois None
The County of Ogle, Illinois None
City of Pekin, Tazewell and Peoria Counties, Illinois (Tazewell County) 0208*

City of Peoria, Peoria County, Illinois (See County of Peoria listings)
The County of Peoria, Illinois 0001.00, 0002.00, 0003.00, 0005.00, 0009.00, 0012.00, 0013.00, 0015.00, 0016*, 0025.00, 0050.00
Village of Peoria Heights, Peoria County, Illinois None
City of Peru, LaSalle County, Illinois None
Village of Plainfield, Kendall and Will Counties, Illinois None
City of Princeton, Bureau County, Illinois None
City of Rochelle, Ogle County, Illinois None
The County of Rock Island, Illinois 0206.00, 0207 (BG1)*, 0226.00, 0233*, 0235*, 0236.00
City of Rockford, Winnebago County, Illinois 0010.00, 0011.00, 0012.00, 0013.00, 0018.00, 0019.00, 0020.00 0021.00, 0023.01, 0024.00, 0025.00, 0026.00, 0027.00, 0028.00, 0029.00, 0031(BG4, 5)*, 0032.00, 0033.00
Village of Rockton, Winnebago County, Illinois 0040.03
Village of Romeoville, Will County, Illinois None
Village of Schaumburg, Cook and DuPage Counties, Illinois None
Village of Shorewood, Will County, Illinois None
City of South Beloit, Winnebago County, Illinois 0040.03

<p>City of Springfield, Sangamon County, Illinois 0002(BG1)*, 0002.02, 0003.00, 0007(BG3)*, 0008.00, 0014.00, 0015.00, 0016.00, 0017.00, 0018(BG1, 2, 3, 4, 6, 7)*, 0023.00, 0024.00, 0026 (BG1,4)*, 0028.02</p>
<p>The County of Tazewell, Illinois 0208*</p>
<p>City of Urbana, Champaign County, Illinois (Urbana) 0053.00, 0054(BG1)*, 0054.01, 0055(BG5, 6, 7)*, 0060.00, 0111.00</p>
<p>City of Washington, Tazewell County, Illinois None</p>
<p>The County of Winnebago, Illinois 0010.00, 0011.00, 0012.00, 0013.00, 0018.00, 0019.00, 0020.00, 0021.00, 0023.01, 0024.00, 0025.00, 0026.00, 0027.00, 0028.00, 0029.00, 0032.00, 0033.00, 0040.03, 0031(BG4, 5)*</p>
<p>City of Wood River, Madison County, Illinois None</p>
<p>United City of Yorkville, Kendall County, Illinois None</p>

Archived Revisions Table 2018 - 2020

Date	REVISION TABLE	Page
08-13-18	Reformatted guide and added second mortgage information Revised extension fee to 0.25% effective 08/15/18	Various 19
08-17-18	Revised income and purchase price limits effective 05/24/18	10 & 11
12-10-18	Changed eHousingPlus Lender Portal to, eHPortal Removed screen shots of eHPortal for AIS Grant reservation Added language for a lender to contact Agency (FHA, VA, RD, Freddie Mac) regarding ownership of other property Added Mortgage Insurance language under DTI requirement Added eHP Digital Docs	Throughout 8 8 16-21, 24, 26
04-02-19	Revised Targeted Area Census Tract numbers effective 04-05-19	27-34
06-11-19	Revised Income and Purchase Price Limits effective 06/06/19	10 & 11
01-06-20	Removed Rates/Offerings chart from guide, added link to web page Added note, effective Jan 2, 2020 AIS Grant no longer available Added Special Note for Freddie Mac HFA Advantage loans Revised maximum DTI Revised income 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 2nd for reference	6 7 7 8 10 & 11 15 17 & 18 23 24 36
01-13-20	Removed McHenry County from Income & Purchase Price Limit Charts	10, 11, 12
07-12-20	Revised Freddie Mac income limits	11