
2015 EQUITY BUILDER PROGRAM

January 6, 2015

PROGRAM FEATURES AND NOTICE OF CHANGES

Please note the Federal Home Loan Bank of Boston has made the following changes to the EBP application, enrollment, and disbursement processes for 2015.

Program Funding Allocation and Enrollment Cap

The maximum enrollment cap is set at \$110,000 per member, with no guarantee of funds.

- Members may provide EBP funds as a grant in an amount up to a maximum of \$11,000 per eligible household.
- Funds will be available on a first-come, first-served, homebuyer-by-homebuyer basis.
- Funds will be reserved upon online submission of the homebuyer's information pending the Bank's approval of the enrollment.
- The first one-third of each member's enrollments must be used to assist first-time homebuyers.
- EBP subsidy funds can be used to pay for downpayment, closing costs, counseling, or rehabilitation assistance in connection with the household's purchase of a primary residence.
- The purchase of foreclosed homes is an eligible use of EBP funds.
- EBP funds may be used to assist homebuyers earning no more than 80 percent of the area median income.

Application and Funding Periods

In 2015, the allocation of EBP funds will be divided between two funding periods with 75 percent released in the first funding period and the remaining 25 percent released in the second funding period. Members that are approved for the first funding period do not need to re-apply for the second funding period and are eligible for available funding throughout the entire round.

First Funding period:

The Bank will accept online applications from members beginning Tuesday, January 13 through Monday, February 23, 2015 at 5:00 p.m. Members must submit applications through the "Housing & Economic Growth" section of the Bank's website or through the following link: <https://housing.fhlbboston.com/ebp>. All supporting documentation must be uploaded, or can be faxed using the Bank-provided cover sheet, no later than 5:00 p.m. on February 23, 2015. Members will be notified of approval on March 11, 2015.

Second Funding period:

The Bank will accept online applications from members not previously approved beginning Friday, May 1 through Friday, May 29, 2015 at 5:00 p.m. Members must submit applications through the "Housing & Economic Growth" section of the Bank's website or through the following link: <https://housing.fhlbboston.com/ebp>. All supporting documentation must be uploaded, or can be faxed using the Bank-provided cover sheet, no later than 5:00 p.m. on May 29. Members will be notified of approval on June 10, 2015.

Funding Timelines:

75 percent of the funds allocated to the funding round will be available on March 23, 2015.

25 percent of the funds allocated to the funding round will be available on July 15, 2015.

An application will be deemed ineligible if it is incomplete, does not meet all of the program's eligibility requirements, or does not provide sufficient information to make a reasonable determination of eligibility with the program's general requirements.

During the application process, you will be requested to provide two individual contact names dedicated to the Equity Builder Program. It is critical to identify who is best suited to answer questions, receive email notifications, and subsidy updates throughout the round. It is the Bank's recommendation to assign a coordinator to the program to ensure that all staff members receive training and understand the income calculation requirements necessary for homebuyer approval.

Training Dates and Requirements

Once you have received notification of your enrollment cap, you are **required** to register and attend the Bank's free on-line training sessions. The enrollment and the disbursement process will be presented separately. Each training session will guide your staff through the specific topic and provide updated programs changes for 2015. The Final Steps: Requesting the Disbursement training will review the post-closing responsibilities required by both the member and the homebuyer. Best practice would be to have multiple staff members attend.

NOTE:

- Enrollment training must be completed by the member prior to reserving Equity Builder Program Funds.
- Disbursement training must be completed by the member prior to requesting a disbursement.

First Funding Period Training:

The Bank will host the following training sessions regarding the EBP application and enrollment/disbursement processes:

Online Application Training Sessions

Friday, **January 9**, Thursday, **January 29** or Monday, **February 9**

Next Steps Training Sessions: Enrolling Homebuyers – Required for all approved members

Friday, **March 13**, Tuesday, **March 17**, or Thursday, **March 19**

Final Steps Training Sessions: Requesting the Disbursement – Required for all approved members

Wednesday, **April 1** or Thursday, **April 9**

You may register online for all of the webinars at www.fhlbboston.com/events.

Second Funding Period Training:

Look for an announcement in April of 2015.

Enrollment and Disbursements:

All members will continue to use the Bank’s online system when submitting homebuyer enrollments and requesting disbursements.

NEW:

One-Step Enrolling Homebuyers process: The *two-step* Income Calculation and Enrollment process has been streamlined to a *one-step* Enrollment-Reservation process. Members are required to attend a training session prior to submitting enrollments.

UPDATED for 2015:

Homebuyer Information, Household Members and Income Worksheet, and Authorization to Release: The document has been expanded to require that all household members identify and list each income source for each household member.

EBP Retention Mortgages and Notes: Because the EBP retention mortgages and notes may change over time, please ensure that for each transaction your institution is using the correct and most current EBP mortgages and notes published on the Bank’s web site at:
http://www.fhlbboston.com/communitydevelopment/formsandapplications/03_04_05_ebp_forms.jsp

Homebuyer Counseling Requirements: When approved in advance by the Bank, online homebuyer counseling will be permitted. Please contact the EBP manager for details.

For more detailed information, please see Attachment D of the 2015 Affordable Housing Program Implementation Plan available on the Bank’s web site as well as the online documentation available when you complete the EBP Application, Homebuyer Enrollment, or Disbursement Request.

Questions? Additional information is available at:

<http://www.fhlbboston.com/communitydevelopment/fundingprograms/ebp/index.jsp>. For more information, contact:

Susan Younis, EBP manager617-292-9606.....susan.younis@fhlbboston.com
Housing and Community Investment Department.....888-424-3863.....housing@fhlbboston.com

Housing and Community Investment Contacts:

Theo Noell617-292-9668.....theodore.noell@fhlbboston.comConnecticut’s western counties (partial)
Tobi Goldberg617-292-9653.....tobi.goldberg@fhlbboston.com.....Maine and Massachusetts’ Essex County
Kathy Naczas617-292-9646.....kathy.naczas@fhlbboston.comNew Hampshire, Vermont, and (partial)
Massachusetts’ counties
Christine Rogers.....617-292-9677.....christine.rogers@fhlbboston.comEastern Connecticut, eastern and
southeastern Massachusetts and Rhode
Island

Ken Willis, first vice president/director617-292-9631kenneth.willis@fhlbboston.com
Mary Ellen Jutras, vice president/deputy director.....617-292-9607mary.ellen.jutras@fhlbboston.com
Paulette Vass, community development advance manager.....617-292-9792paulette.vass@fhlbboston.com