

2018 Welcome Home Program Determining Income



Logistics

- ◆ Presenter – Jasmine Grant, Housing Financial Analyst I.
- ◆ Phones are muted.
- ◆ Participants can ask questions via text.
- ◆ Webinar is being recorded and will be posted at www.fhlbcin.com within two business days.



This presentation may contain forward-looking statements that are subject to risks and uncertainties including, but not limited to, the effects of economic market conditions on demand for the FHLB's products, legislative or regulatory developments concerning the FHLB System, competitive forces and other risks detailed from time to time in the FHLB's filings with the Securities and Exchange Commission. The forward-looking statements speak as of the date made and are not guarantees of future performance. Actual results or developments may differ materially from the expectations expressed or implied in the forward-looking statements, and the FHLB undertakes no obligation to update any such statements.



Determining Income Agenda

- ◆ Who We Are
- ◆ Updates for 2018
- ◆ What is Household Income?
- ◆ Whose Income Should be Included?
- ◆ Income Documentation
- ◆ Annual Income (Inclusions and Exclusions)
- ◆ How is Household Income Calculated?
- ◆ Requests for Additional Information
- ◆ Contact Information
- ◆ 2018 Welcome Home webinars



Who We Are



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General FHLB Profile

- ◆ Congressionally chartered in 1932, privately owned wholesale bank.
- ◆ Government Sponsored Enterprise (GSE).
- ◆ Not a government agency; no Federal appropriations.
- ◆ Owned by “Member Financial Institutions.”
- ◆ Cooperative Structure; Members are both owners and customers.



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FHLB Mission

Provide financial intermediation between our Member stockholders and the capital markets in order to facilitate and expand the availability of financing and flow of credit for housing and community lending throughout the Fifth District.

Advances

Fully collateralized loans to members, a readily available funding source for liquidity, mortgages, and other assets.

Mortgage Purchase Program (MPP)

Purchasing fixed-rate, fully amortizing, conventional and FHA mortgage loans from members.

Affordable Housing Program (AHP)

Providing below-market Advances and grant funds to members for households and areas of targeted low-income levels.

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FHLB Cincinnati is the Fifth District

◆ Ohio, Kentucky, and Tennessee

◆ Approximately 660 Members



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Housing & Community Investment

- ◆ The Housing & Community Investment (HCI) department administers the FHLB's housing and economic development programs.

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Housing and Community Investment Mission Statement

The primary mission of the Housing and Community Investment Department is to support our Members' community investment efforts through the responsible investment of available funds in sustainable affordable housing and economic development activities benefiting low- and moderate-income households across the Fifth District.



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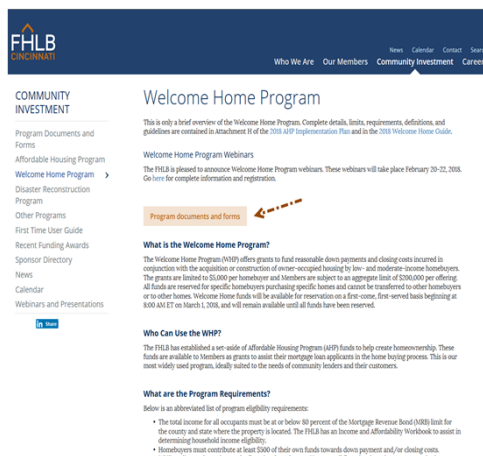
Updates for 2018



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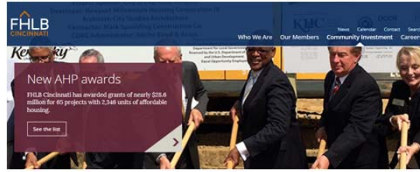
Updated Information on Website

- ◆ Program description page provides a brief overview of the 2018 Welcome Home Program (WHP).
- ◆ Provides a link to all the documents and forms associated with WHP.



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Updated Information on Website



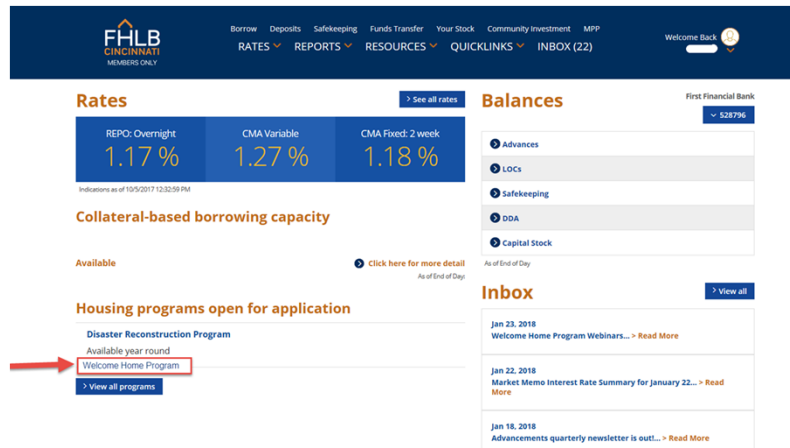
Welcome Home Program

- [Welcome Home Program Guide \[PDF\]](#)
- [Welcome Home Retention Language \[PDF\]](#)
- [Certification of Zero Income \[PDF\]](#)
- [Closing Instructions for Members](#)
- [Counseling Agencies](#)
- [Declaration of Restrictive Covenants \[PDF\]](#)
- [Definitions](#)
- [Income and Affordability Workbook \[EXCEL\]](#)
- [Income Eligibility Guide \[PDF\]](#)
- [Instructions for Accessing Members Only](#)
- [Instructions for Closing Agents \[PDF\]](#)
- [Income Limits](#)
- [Income Limits outside Kentucky, Ohio and Tennessee](#)
- [Sample Release and Satisfaction \[PDF\]](#)
- [Subsidy Payoff Request Form \[PDF\]](#)
- [Subsidy Recapture Procedures](#)
- [Warranty Deed Example with Retention Language \[PDF\]](#)
- [Welcome Home Retention Language Acknowledgement for FHA Loans \[PDF\]](#)
- [What to Submit with the Reservation Request](#)
- [What to Submit with the Request for Payment of Reserved Funding](#)
- [Information for Homebuyers \[PDF\]](#)



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Updated Information on Website



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Reservation Request

- The Reservation Request submitted through the Members Only portal requires information on the household size (including name, age and relation to applicant) to properly identify occupants.

FHLB Housing Program Forms

2018 Welcome Home Program
Reservation Request

[Main Menu](#) | [Request For Payment of Reserved Funding](#)

Member Information

Member: _____
User: _____

Borrower Information

Borrower:
First Name: _____ MI: _____ Last: _____
Date: _____

Co-Borrower (if applicable):
First Name: _____ MI: _____ Last: _____
Date: _____

Household Size (Number of people who will reside in home): 4

Household Occupants

Checkmark	Occupant's Name	Relationship to Applicant	Age
<input checked="" type="checkbox"/>	John	Self	45
<input checked="" type="checkbox"/>	John	Husband	48
<input checked="" type="checkbox"/>	John	Dependent Child	18
<input checked="" type="checkbox"/>	John	Dependent Child	15
<input checked="" type="checkbox"/>	John	Dependent Child	10

In Borrower's Home (Number of bedrooms)?
☐ Yes ☒ No
 (If "Yes", number of bedrooms is required.)

Annual Gross Household Income: _____
 (If "Yes", number is required.)

Reservation Request

- Only **ONE** attachment upload is allowed with the Reservation and Payment of Reserved Funding Requests.
- The attachment name cannot include characters such as !, @, #, \$, %, &, etc.
- We no longer require the original Direct Subsidy Agreement be mailed to us.

Contact Information

(Note: The Name and Phone are that of the person completing the form. The Member Contact will receive all communications from the FHLB. If unknown, the FHLB will contact you to identify someone.)

Name: _____ Phone #: _____ Member Contact: _____
 Jonathan P. Grant 513-452-7017

☒ I have read and understand the statements above, and I am familiar with the requirements in the Welcome Home Guide.

Upload Documentation

The following items are required to be attached to complete this submission:

- A completed, signed and dated Uniform Residential Loan Application with the accurate property address and loan terms, and
- Third-party income documentation for all sources of income for all persons age 18 and over who will reside in the home.

* All income must be for the application year. Please reference our 2018 Welcome Home Guide or What To Submit with my Reservation Request for information on acceptable documentation.

Please refer to the following:

- * If you will need to be re-submitted if there are errors on the page.
- * Attached the documents: pdf, doc, docx, etc.
- * Max file size 20 MB.
- * All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as !, @, #, \$, %, &, etc.
- * Max number of files allowed: 1.

Select files: _____

Income Eligibility Guide

- ◆ Developed specifically for the FHLB Cincinnati Affordable Housing Program and Welcome Home Program.
- ◆ Basic principles for determining household income eligibility are the same as prior years; however, there are some differences in what FHLB Cincinnati includes or excludes when determining household size and income.



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Income Eligibility Guide

Important items to remember when determining household size and calculating income:

- ◆ Foster children residing in the home at the time of application are included in the household count.
- ◆ **Do not count** the earned income of any full time student unless they are the Head of Household, Spouse, Partner or Co-Borrower.
- ◆ Count income from assets if they are **the only source of income** or **generating regular payments** to the household.
- ◆ Depreciation **added to** adjusted income for self-employment income calculation.



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Determining Income

What is Household Income?

- ◆ “Household” size equals number of people (related or unrelated) residing in the Welcome Home Program assisted unit.
- ◆ Household Income \leq 80% of the Mortgage Revenue Bond (MRB) limit.
- ◆ MRB limits are set by the appropriate State Housing Finance Agencies.

The 2018 AHP Implementation Plan contains detailed Definitions for the Welcome Home Program.

What is Household Income?

- ◆ “Household income” equals annual earned revenue of all unit occupants aged 18 and over.
- ◆ Unearned income is counted for all occupants, regardless of age.

“Earned” income is payment received for work that you actively do or you own/run a business/farm.

“Unearned” income is payment that you do not have to currently or actively work to receive.



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What Is Household Income?

Examples of Earned Income

- ◆ Wages, salaries, tips, bonuses, commissions and other taxable employee pay
- ◆ Net earnings from self-employment
- ◆ Other income received in exchange for work or service (i.e., Jury Duty pay)

Examples of Unearned Income

- ◆ Child Support
- ◆ Alimony
- ◆ Unemployment benefits
- ◆ Veteran’s Administration benefits (VA)
- ◆ Social Security (SS)
- ◆ Supplemental Social Security (SSI)
- ◆ Annuity payments
- ◆ Interest and Dividends
- ◆ Retirement



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Whose Income Should be Included?

Household income is based on occupants, not applicants. Income is included in a household's annual income calculation based on the following:

Household Member	Include Income?
Head of Household	Yes
Spouse	Yes
Co-Head / Co-Habiting Partner	Yes
Temporarily Absent Household Member	Yes, if they will reside in the home
Other Adult, 18 years or older	Yes
Full-time Student	No, UNLESS they are Head of Household, Spouse, Co-Head, Partner, or Co-Borrower
Dependent, 17 years or younger, including adoptive children	No, UNLESS they are receiving Social Security or Supplemental Security Income
Foster Child or Wards	No
Live-in Aide, Employees who share the housing, or lodgers	No

Whose Income Should be Included?

- ◆ Income for co-borrowers, co-habitant partners/spouses must be included in household income, even if they are not included on the homebuyer application, mortgage or note.
- ◆ Income from temporarily absent family members such as active duty military must be counted if that person intends to reside in the home.

Whose Income Should NOT be Included?

- ◆ Married individuals are not required to include their spouse's income if a legal separation is documented (court record) or if a written statement is provided by the absent spouse explaining that they will not be an occupant. However, any financial support provided by the separated spouse to the qualifying household should be included as part of the household income.
- ◆ *Transactions involving non-occupant co-signors, guarantors, or other non-occupying co-borrowers are not eligible for WHP grant funds.*

Income Inclusions

- ◆ Full amount, before payroll deductions, of wages, salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services.
- ◆ Net income from the operation of a partnership, business or profession.
- ◆ Interest, dividends, etc.
- ◆ Payments in lieu of earnings (i.e., Unemployment benefits, disability compensation, worker's compensation, and severance pay).

Income Inclusions

- ◆ Income from assets if generating regular payment to the household.
- ◆ Full gross amount of periodic payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, lotteries, trust, inheritances and other similar types of periodic payments received.
- ◆ Welfare assistance (Monetary assistance programs such as OWF, K-TAP, Families First, etc.)



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Income Inclusions

- ◆ Alimony, Child Support, etc.
- ◆ For two –four unit dwellings, 85 percent of the projected gross income for non-owner occupied units.
- ◆ Regular contributions and gifts (monetary or not) from persons outside the household. This may include rent and utility payments paid on behalf of the household and other cash or non-cash contributions provided on a regular basis.
- ◆ All regular pay, special pay and allowances of a member of the Armed Forces.



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Income Exclusions

- ◆ Income from employment of children (including foster children) under the age of 18 years.
- ◆ Income of full time students 18 years of age or older that are not the Head of Household, Spouse, Partner or Co-Borrower.
- ◆ Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the household, who are unable to live alone) or adoption assistance.
- ◆ Amounts received by the household that are specifically for or in reimbursement of the cost of medical expenses for a household member.

Income Exclusions

- ◆ Income of a live-in aide.
- ◆ Full amount of student financial assistance paid directly to the student, veteran, or to the educational institution.
- ◆ Special pay to a household member serving in the Armed Forces who is exposed to hostile fire.
- ◆ Temporary, nonrecurring, or sporadic income (including gifts).
For example, amounts earned by temporary census employees whose terms of employment do not exceed 180 days.
- ◆ Deferred periodic payments of Social Security or Supplemental Security Income benefits that are received in a lump-sum payment or in prospective monthly payments.

Income Exclusions

- ◆ Alimony or child support that is not being paid as agreed (documentation of non-payment must be provided).
- ◆ Income from state or local employment training programs.
- ◆ Stock options.
- ◆ Vacation buyback.
- ◆ Gift cards.
- ◆ Tuition reimbursement.
- ◆ Income of a former household member that is confined to a nursing home or hospital on a permanent basis.

Income Documentation

Income Documentation

All household members aged 18 years or older must provide income verification documentation. Documentation must:

- ◆ Be dated the same year as the loan application.
- ◆ Clearly show the following:
 - ◆ Name of the household member
 - ◆ Employer name or income source
 - ◆ Gross amount of income earned
 - ◆ Pay date/range/period covered
 - ◆ Year-To-Date (YTD), if possible



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Acceptable Income Documentation

No Income:

- ◆ **Certification of Zero Income** form for any adult household member that is unemployed and receives no other source of income.

Note: The Certification of Zero Income form is available on the FHLB website; www.fhlbcin.com.

Unemployment:

- ◆ Two consecutive (back to back) benefit statements OR an award letter for any adult household member currently receiving unemployment compensation.



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Acceptable Income Documentation

Employment:

- ◆ Two consecutive pay statements OR Verification of Employment (VOE).

Seasonal/Sporadic Employment:

- ◆ VOE OR W-2s for the most recent two years if two consecutive pay statements are not available.



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Acceptable Income Documentation

Self-Employment/Income Property:

- ◆ Two years' most recent complete, signed federal tax returns if the household member is self-employed, receives a 1099 annual tax form or has current rental property income.
- ◆ Year-to-Date Profit & Loss Statement if a business has not established two years' tax returns.

Child Support/Alimony:

- ◆ Child support or Alimony agency printout, case documents, court order, divorce decree, or notarized statement from payer to payee.



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Acceptable Income Documentation

Fixed Income:

- ◆ Annual award letter or Statement of Benefits if any household member (regardless of age) receives income from Social Security, Supplemental Security, Veteran's Administration, Retirement, Pension, Investment, etc.

Multi Family Units (two to four units):

- ◆ Current (dated within 12 months) multi-family unit appraisal for the subject property or a current lease agreement to verify rental income. 85% of the projected or current gross monthly rent from the non-owner occupied units is counted as income.



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Calculating Income



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How is Annual Income Calculated?

- ◆ Methodology varies by type of income.
- ◆ All gross pay from all sources must be considered in determining the annual income of a household.
- ◆ Generally, FHLB will use the current circumstances (as documented by third-party income documentation) to anticipate annual income unless there is some evidence to indicate imminent change.
- ◆ The two most commonly used methods of calculating annual income are:
 - ◆ Calculating projected annual income by annualizing current income; or,
 - ◆ Using information available to average anticipated income from all known sources.

Annualizing Base Wage & Other Compensation

To annualize base wages, multiply wages per period by the total number of pay periods per year. The standard calculations listed below will be used, depending on the pay schedule.

Note: This method cannot be used for irregular pay.

- ◆ Multiply hourly wages by 2080;
- ◆ Multiply weekly wages by 52;
- ◆ Multiply bi-weekly wages by 26;
- ◆ Multiply semi-monthly wages by 24;
- ◆ Multiply monthly wages by 12.

Calculating Income

“Irregular Pay” is income that comes in uneven increments and/or is not consistent.

Common examples of irregular pay are:

- ◆ Overtime;
- ◆ Tips;
- ◆ Commission;
- ◆ Bonuses;
- ◆ Shift differential, etc.



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Calculating Income

When calculating projected income, the most frequently used methods include but are not limited to the following:

- ◆ Averaging the gross pay of two consecutive pay statements;
- ◆ Using the base pay or annualizing the base pay rate;
- ◆ Annualizing YTD totals;
- ◆ Combination of the above methods as deemed appropriate.

Each method can yield very different results. In some cases a combination of the above listed methods may be used to prove the household is income eligible. For example, you may use the base pay rate plus annualized YTD of irregular sources of income.



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Calculating Income Example

- Fully complete all applicable sections of the loan application.

Borrower		TV EMPLOYMENT INFORMATION (cont'd)		Co-Borrower	
Name & Address of Employee		Name & Address of Employee		Name & Address of Employee	
Monthly Income		Monthly Income		Monthly Income	
Business Name		Business Name		Business Name	
Business Phone		Business Phone		Business Phone	
Business Title/Type of Business		Business Title/Type of Business		Business Title/Type of Business	
Home & Address of Employee		Home & Address of Employee		Home & Address of Employee	
Monthly Income		Monthly Income		Monthly Income	
Business Name		Business Name		Business Name	
Business Phone		Business Phone		Business Phone	
Business Title/Type of Business		Business Title/Type of Business		Business Title/Type of Business	

TV MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION	
Income	Co-Borrower
Monthly Income	Monthly Income
Business Name	Business Name
Business Phone	Business Phone
Business Title/Type of Business	Business Title/Type of Business
Home & Address of Employee	Home & Address of Employee
Monthly Income	Monthly Income
Business Name	Business Name
Business Phone	Business Phone
Business Title/Type of Business	Business Title/Type of Business

TV ASSETS AND LIABILITIES (cont'd)	
Assets	
Description	Market Value
Real Estate	Real Estate
Personal Assets	Personal Assets
Liabilities	Liabilities
Auto Loans	Auto Loans
Other Loans	Other Loans
Other Assets	Other Assets
Other Liabilities	Other Liabilities

Calculating Income Example

- Include information on assets and real estate owned *even if* the asset is not counted towards the total household income calculation.

TV ASSETS AND LIABILITIES (cont'd)	
Assets	
Description	Market Value
Real Estate	Real Estate
Personal Assets	Personal Assets
Liabilities	Liabilities
Auto Loans	Auto Loans
Other Loans	Other Loans
Other Assets	Other Assets
Other Liabilities	Other Liabilities

TV DETAILS OF TRANSACTION	
Transaction	
Description	Amount
Auto Loans	Auto Loans
Other Loans	Other Loans
Other Assets	Other Assets
Other Liabilities	Other Liabilities

TV DECLARATIONS	
Declaration	
Description	Amount
Auto Loans	Auto Loans
Other Loans	Other Loans
Other Assets	Other Assets
Other Liabilities	Other Liabilities

Calculating Income Example

- The loan application must be signed and dated by the Borrower, Co-Borrower (if applicable). **Otherwise, the Reservation will be denied.**
- The Member representative must also sign the application and the Member name must clearly show too.

The image shows a loan application form with sections for 'Borrower Information', 'Income', and 'Signatures'. It includes checkboxes for various loan types and income sources, and fields for dates and amounts.



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Calculating Income Example

Income Verification Documentation - Consecutive Pay Statements

The image displays two consecutive pay statements from Cincinnati Children's Hospital Medical Center. Each statement includes a header with the employer's name and address, followed by a table of earnings and deductions. The 'Earnings' section lists various types of pay (Regular, Overtime, etc.) and their amounts. The 'Deductions' section lists taxes and other withholdings. The 'Net Pay' is calculated at the bottom of each statement.



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Example - Verification Documents

Verification of Student Status

Examination Entry - Confirmed

Your selections are now confirmed. To complete your entry select 'Next' and then 'Finish' on the following page. If you wish to make changes then select 'Undo Selections'.

Student Details									
Student Course Instance: 123456									
Name	John Doe, Jr.								
Program	Master of Computer Science								
Mode of Attendance	Full-time								

Confirmed Selections									
Selected a total of 8 assessment(s)									
Year	Term	Status	Rank	Assessment	Occ	Level	No.	Name	
2017/18	TT	E		A12073	Z	UGF	1.00	Computer Security	
2017/18	TT	E		A10403	Z	UGF	1.00	Computer Graphics	
2017/18	TT	E		A10402	Z	UGF	1.00	Computer Architecture	
2017/18	TT	E		A12072	Z	UGF	1.00	Computer Aided Formal Verification	
2017/18	TT	E		A12071	Z	UGF	1.00	Computational Complexity	
2017/18	TT	E		A12153	B	UGF	1.00	Set Theory	
2017/18	TT	E		A12080	Z	UGF	1.00	Practical Work (year 3)	
2017/18	TT	C		A12081	Z	UGF	1.00	Project on a topic in Computer Science	

Next Undo Selections

Verification of Zero Income

Certification of Zero Income	
(To be completed by adult household members only, if appropriate.)	
Applicant name(s):	Jane and John Doe
Name of person certifying zero income:	John Doe, Jr.
Current Address:	4565 Springwood Lane
City:	Fairborn
State:	OH
Zip Code:	45345
Please check as appropriate:	
<input checked="" type="checkbox"/> I certify that I do not individually receive income or have not received income from any of the following sources for the period 11/13/2017 through 02/06/2018:	
a. Wages from employment (including commissions, tips, bonuses, fees, etc.);	
b. Income from operation of a business;	
c. Rental income from real or personal property;	
d. Interest or dividends from assets;	
e. Unemployment or disability payments;	
f. Public assistance payments;	
g. Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;	
h. Sales from self-employed resources (Avon, Mary Kay, Amway, etc.);	
i. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;	
j. Veterans' Benefits;	
k. Supplemental Security Income;	
l. Any other source not stated above.	
<input checked="" type="checkbox"/> I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.	
Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein may constitute an act of fraud.	
Signature of person certifying zero income	John Doe, Jr.
Date	02/06/2018



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Calculating Income Example

Income & Affordability Workbook

Housing & Community Investment	
General Information	
Project Number:	201803-0XCN
Program Type:	Welcome Home Program
FHLB Member Institution:	The Best Bank Ever
Homebuyer/Occupant Name 1:	Jane Doe
Homebuyer/Occupant Name 2:	John Doe
Property Address:	
Household Size:	5
Median Income for County:	\$85,905.00

You must select the Welcome Home Program in order for the form to properly calculate.

You must also include the 100% MRS/MCC total for the household size or the form will not calculate.

Ownership Affordability Data	
Affordable Housing Program Projects Only	
First Repayable Mortgage Information:	
Mortgage Amount:	
Mortgage Term/Amortization:	
Mortgage Rate:	
Monthly Taxes & Insurance:	



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Calculating Income Example

Average of Pay Statement

- ◆ Select the Bi-Weekly under the “Pay Frequency” column.
- ◆ Enter the average gross amount as listed on the two consecutive pay statements in the appropriate cell under “Amount per Pay Frequency.”

Project #: 201803-000X					Complete only if Pay Frequency YTD				
Earned Income (Earnings for all household members age 18 and older. Please note base pay calculations on a separate line.)					YTD Pay	YTD Pay	Period	Period End	Value
Homebuyer / Occupant	Name	Income Type	Pay Frequency	Amount per Pay Frequency	Annualized	YTD Pay	YTD Pay	Period <td>Period End</td>	Period End
June Doe		Wages	Bi-Weekly	\$1,217.57	\$25,365.62			Start Date	Date
Irregular Empty Income		Wages							
				(+2071.51+2163.63)	\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					Subtotal				
					\$50,336.42				
Homebuyer / Occupant	Name	Income Type	Pay Frequency	Amount per Pay Frequency	Annualized	YTD Pay	YTD Pay	Period	Period End
John Doe		Wages	Annually	\$1,500.00	\$1,500.00			Start Date	Date
Irregular Empty Income		Wages							
					\$0.00				
					\$0.00				
					(+12,503.90)*26	\$0.00			
					\$0.00				
					\$0.00				
					Subtotal				
					\$7,500.00				
Unearned Income									
Income from child support, alimony, periodic payments from long-term care insurance, pension, annuities, disability benefits, stipends, interest, dividends, royalties, and other regular or irregular payments (income)									
Homebuyer / Occupant	Name	Income Type	Pay Frequency	Amount per Pay Frequency	Annualized	YTD Pay	YTD Pay	Period	Period End
John Doe		Income from Business	Annually	\$18,868.00	\$18,868.00			Start Date	Date
Irregular Empty Income									
					\$0.00				
					\$0.00				
					(+17000-30000)*2	\$0.00			
					\$0.00				
					\$0.00				
					Subtotal				
					\$18,868.00				
					Total Household Income	\$68,884.2	95.0%	Homebuyer Income as a Percent of ARI	
Comments: Use the average of two consecutive bi-weekly pay statements for June. Calculated John's seasonal income using 26 weeks (starting 3 week of Oct until last week in Feb). For John's self-employment income, used average of the 2018 federal tax return (2017 profit and loss statement).									
								Other Income	



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Calculating Income Example

Year To Date (YTD) Income Calculation

- ◆ Use the information provided on the most recent pay statement to enter into the Income Affordability workbook.
- ◆ Keep in mind the pay period start date may occur during the previous year.

TIP: Income paid weekly or bi-weekly should result in a whole number.

Project #: 201803-000X									
Earned Income (Earnings for all household members age 18 and older. Place non-base pay calculations on a separate line.)									
Homebuyer / Occupant	Name	Income Type	Pay Frequency	Amount per Pay Frequency	Annualized	YTD Pay	YTD Pay	Period	Period End
June Doe		Wages	YTD	\$6,576.74	\$6,576.74			Start Date	Date
Irregular Empty Income									
					Subtotal				



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Combination Calculation Method

Earnings Statement

Period Ending: 1/27/2018
Pay Date: 2/2/2018

Jane Ann Doe
4565 Springwood Lane

Net Pay	\$1,324.85
Checking Acct 1	-1,324.85
Net Check	\$0.00

* Excluded from federal taxable wages

Your federal taxable wages this period are
\$1,956.43

Other Benefits and Information

	This period	total to date
401K Co Match	62.54	197.25

- [illegible]

Calculating Income Example

- [illegible]

Request for Additional Information

- ◆ If we lack sufficient information to process the Reservation (or Request for Payment of Reserved Funding), a “Request for Additional Information” will be emailed to the Member contact.
- ◆ For items pertaining to a Reservation Request, submit the additional information within five business days or the request will be denied. All documents should be sent together via email to the person indicated on the bottom of the notice.

Please respond promptly as funds are not reserved until you receive an approval letter from the FHLB Cincinnati.



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Request for Additional Information

- ◆ This form will be emailed to the Member contact(s) **only**.
- ◆ It is Contact's responsibility to forward the information request to other persons in their organization.

Welcome Home Program
Request for Additional Information

Applicant:
Project #:

One or more of the following items is needed to continue the Welcome Home review for the above named applicant. Please email all items at one time to the person indicated below or to welcomehome@fhlbcin.com. If the information is for a Reservation Request, the documentation must be received within five business days or the request will be denied. If the information is for a Request for Payment of Reserved Funding, the documentation must be received on or before 5:00PM ET on December 3, 2018 or the request will be denied.

<input type="checkbox"/>	Submit at least two consecutive pay stubs or a completed VOE for
<input type="checkbox"/>	Submit a current 1041 benefit statement or award letter for
<input type="checkbox"/>	A Certification of Zero Income is required for
<input type="checkbox"/>	Verification of child support is required for
<input type="checkbox"/>	Verification of alimony is required for
<input type="checkbox"/>	Submit last 2 years' complete federal tax returns to verify self-employment income for
<input type="checkbox"/>	Submit a copy of the 2-4 family appraisal for the subject property or a current lease agreement to verify rental income
<input type="checkbox"/>	Submit a current pension statement for
<input type="checkbox"/>	Submit a copy of the appraisal showing the manufactured house is attached to a permanent foundation, is taxed as real estate, and meets FHA guidelines
<input type="checkbox"/>	Submit clarification of the number of people residing in the household and their ages
<input type="checkbox"/>	Submit proof the Welcome Home grant is listed on the Closing Disclosure
<input type="checkbox"/>	Submit a Closing Disclosure signed by the borrower(s)
<input type="checkbox"/>	Submit a homeshopper counseling completion certificate
<input type="checkbox"/>	Submit a copy of the Direct Subsidy Agreement
<input type="checkbox"/>	Submit the fully executed Retention Language Acknowledgment for FHA loans
<input type="checkbox"/>	Submit a fully executed Closing Disclosure for the second mortgage
<input type="checkbox"/>	Submit proof the household income meets the Welcome Home Program guidelines
<input type="checkbox"/>	Submit a re-recorded deed that contains the 2018 retention language
<input type="checkbox"/>	Submit a re-recorded deed to secure the 2018 retention language is attached

Completed by:



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Reporting Changes in Income

- ◆ If there is a change in the household occupant Employment/Employer status after the Reservation Preliminary Approval has been issued FHLB does not need to be notified.
- ◆ If unreported income is discovered you should send an email to the Welcome Home Program inbox **welcomehome@fhlbcin.com** detailing the change and providing the additional/updated household income verification information. The total household income will be recalculated and the household may or may not be eligible for the grant funds.

Do's and Do Not's

Do



- ◆ Read the Welcome Home Guide and Income Eligibility Guide to become familiar with the program requirements and forms.
- ◆ Ensure ALL documents are legible, complete, and signed.
- ◆ Include ALL persons who will reside in the home, regardless of age or income. Household size and income eligibility is based on occupants, not applicants.
- ◆ Submit TWO (2) CONSECUTIVE pay statements dated within the same year as the loan application OR a current VOE.
- ◆ Call the Service Desk at 800-781-3090 for technical issues only, NOT program questions.



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Do Not



- ◆ Submit more than two consecutive pay statements, one VOE or any W2s to document a source of employment for a single person.
- ◆ Submit pay statements AND VOE for a single person (Either one OR the other is required).
- ◆ Submit tax returns, UNLESS documenting income from self-employment, interest/dividends, or rental property.
- ◆ Send additional documentation UNTIL FHLB staff request it. The Member should not submit information to the FHLB unless/until it is specifically requested.



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Contact Information



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Welcome Home Program Contacts

Staff Name and Title	Phone Number	Email Address
Dawn E. Grace Assistant Vice President	513-852-7613	gracede@fhlbcin.com
Jill A. Cravens Voluntary Programs Manager	513-852-7550	cravensja@fhlbcin.com
Jodi M. Pendleton Housing Financial Analyst I	513-852-7602	pendletonjm@fhlbcin.com
Jasmine P. Grant Housing Financial Analyst I	513-852-7617	grantjp@fhlbcin.com
Kristina L. Jordan Housing Financial Analyst I	513-852-7609	jordankl@fhlbcin.com

Service Desk (for technical issues only)
800-781-3090



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Contact Us

FHLB Cincinnati

P.O. Box 598

Cincinnati, OH 45201-0598

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Fax: (513) 852-7647

Email: welcomehome@fhlbcin.com

www.fhlbcin.com



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www.linkedin.com/company/federal-home-loan-bank-of-cincinnati



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2018 Welcome Home Webinars

- ◆ Welcome Home Program February 20 at 10:00 AM ET.
- ◆ WHP Forms February 21 at 10:00 PM ET.
- ◆ Determining Income February 22 at 10:00 AM ET.

All webinars should be available on the www.fhlbcin.com website within two (2) business days of recording.

You may always direct any additional questions or concerns to the Welcome Home Program email inbox at welcomehome@fhlbcin.com.



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Questions?



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Thank You

