



Member driven.  
Community focused.

## Housing Assistance for Veterans (HAVEN) Program

### Funding Manual



## HAVEN Program

The Federal Home Loan Bank of Dallas (Bank) is pleased to introduce the Housing Assistance for Veterans (HAVEN) Program.

### Overview

The Bank will provide grants to assist households who have an occupant who became disabled as the result of their active military service since September 11, 2001. Grant recipients must have received one of the following medals: Afghanistan Campaign, Iraq Campaign, Global War on Terrorism Expeditionary, Global War on Terrorism Service, Purple Heart, or higher award, and be qualified as disabled by the Veteran's Administration, a branch of the U.S. Military, the Federal government or other acceptable source. The program is designed to support necessary home modifications and is open to active duty military personnel in addition to veterans.

### Use of Funds

The Bank will grant up to \$5,000 toward the modification of the property, unless the member or another lender contributes at least \$350 toward financial or other concessions in connection with the modification, in which case the Bank will grant up to \$7,500 toward the modification. "Financial or other concessions" means payment by the member or another lender of modification costs or waiver or reduction of points or closing costs in conjunction with any loan for the home modification.

### Program Requirements

- Households must have a family income of 120% percent or less of the median income for the area.
- Households must have an occupant who was disabled as the result of their active military service since September 11, 2001 and who received one of the following medals: Afghanistan Campaign, Iraq Campaign, Global War on Terrorism Expeditionary, Global War on Terrorism Service, Purple Heart, or higher award. Documentation evidencing that both of the preceding criteria have been satisfied will be required by the Bank. Additionally the veteran or service member may only adapt houses that meet one of the four following scenarios:
  - The veteran or service member may adapt a house, which he/she plans to purchase and in which he/she intends to reside. This would also include a lease to own scenario in conjunction with other organizations targeting disabled veterans or service members that facilitate the lease to own transaction.
  - The veteran or service member may adapt a house, which a member of the veteran's or service member's family plans to purchase in which the veteran or service member intends to reside.
  - The veteran or service member may adapt a house, which he/she already owns and in which he/she intends to reside.
  - If a home is being newly constructed and adapted to meet the needs of the veteran or service member, HAVEN funds may be used to offset construction costs.
  - The member shall pass on the full amount of the HAVEN funds as a grant for the benefit of the household for which the HAVEN funds were approved, which must be documented in applicable documents related to the modification. However, HAVEN funds may be used by the member to pay for third party inspection costs, of up to the lesser of 15% of the total modification cost or \$500.

- Actual invoices or signed cost estimates are required evidencing the amount of HAVEN funds requested. Verification by the member of the complete modification work is required within 60 days of funding if a signed cost estimate was utilized to disburse the funds. If funds are being used for construction, evidence of the total construction cost is required.
- Households may not receive any cash back from the modification.
- The rate of interest, points, fees and any other charges for a loan made in conjunction with the HAVEN subsidy must not exceed a reasonable market rate of interest, points, fees and other charges for a loan of similar maturity, terms and risk.
- No one member may utilize more than \$25,000 of HAVEN funds for every \$250,000 of HAVEN funds offered by the Bank (“member cap”). If, however, a single disbursement of HAVEN funds would cause the member to exceed the member cap, the Bank, at its discretion, may allow the member to exceed the member cap in order to obtain that single disbursement of HAVEN funds. The Bank has removed the member cap for the remainder of the program.
- HAVEN grants shall only be made within the Bank’s district of Arkansas, Louisiana, Mississippi, New Mexico and Texas.





Member driven.  
Community focused.

## HAVEN Program Request for Disbursement of Funds

Date: \_\_\_\_\_

Member: \_\_\_\_\_

FHFA ID#: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

HAVEN Amount Requested: \$ \_\_\_\_\_

**Please provide the following documents with this completed Request for Disbursement of Funds:**

- Residential Funding Record
- Household Income Certification Form
- Documents to verify income (please refer to the Verification of Income form in this Funding Manual to determine what documents to submit)
- Income Calculation Worksheet
- Loan Certification, if applicable
- Sources and Uses of Funds
- Pass-Through Documentation (please refer to Pass-Through Documentation form in this Funding Manual to determine what documents to submit).
- Evidence of one of the following medals: Afghanistan Campaign, Iraq Campaign, Global War on Terrorism Expeditionary, Global War on Terrorism Service, Purple Heart, or higher award, and Disability.
- Evidence of Member's contribution of at least \$350 toward financial or other concessions in conjunction with the modification (if applicable to receive up to \$7,500 in grant funds) (Please refer to the Residential Funding Record portion of this application)

*Please allow 5-7 business days to review and process your funding request.*

The undersigned certifies that the information presented in this Funding Request for Housing Assistance For Veterans Grant (Funding Request) is true and accurate to the best of my knowledge and belief after reasonable inquiry. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the denial or recapture of the Housing Assistance For Veterans Grant (HAVEN).

The Bank in its sole discretion will determine whether to grant a HAVEN to a member institution. Nothing contained in the HAVEN Funding Request will be construed as an agreement or commitment on the part of the Bank to grant a HAVEN. The Bank may, in its sole discretion, grant a HAVEN in an amount that is less than the Grant Request amount requested in this Funding Request.

The Bank in its sole discretion will determine whether the member institution has satisfactorily completed the HAVEN Program requirements. After evaluation by the Bank, the amount of the HAVEN may be reduced solely at the discretion of the Bank. In exercising its discretion, the Bank will evaluate the need for the HAVEN.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Printed name and title

Authorized individual must be listed on the Bank's current form of Advances Signature Card as an authorized signature.

**Submit completed and signed Funding Request to:**

Federal Home Loan Bank of Dallas | Community Investment Department | 8500 Freepoint Parkway South Suite 600  
Irving, TX 75063-2547

## HAVEN Program Residential Funding Record

A completed residential funding record must be submitted with each request. This form keeps track of the number of fundings and the dollar amount spent. The following must be completed on the form:

- 1) The **name** of the institution (member bank) and FHFA ID#.
- 2) The **name** of the applicant(s).
- 3) **Property address**
- 4) **City**
- 5) **State**
- 6) **Zip Code**
- 7) **County**
- 8) **Date Income Qualified** – the date that the applicant was income qualified by the member for the HAVEN program. Income documentation must be dated within three months prior to the date the household was income qualified for the program.
- 9) **Annual Income** – this should be the “Total Income” amount from the Household Income Certification Form. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank’s Affordable Housing Program Implementation Plan.
- 10) **Median Income Ratio (%)** – divide the applicant’s annual income by the adjusted median income (the median income adjusted for family size). The current median income guidelines and instructions can be obtained through our website ([www.fhlb.com](http://www.fhlb.com)) or by contacting the Bank at 800.362.2944.
- 11) **Household Size** – include each person that is residing in the home.
- 12) **Member Contribution** – HAVEN funds will be granted up to \$5,000 toward modification costs unless the member or another lender contributes at least \$350 toward financial or other concessions in conjunction with the modification, in which case HAVEN funds will be granted up to \$7,500 toward modification costs. Member must submit evidence of Member’s or another lender’s contribution of at least \$350 toward financial or other concessions with the modification costs to receive up to \$7,500.
- 13) **HAVEN Disbursement Amount** – the amount requested by the member for each applicant (maximum of \$7,500 per applicant).
- 14) **Cumulative HAVEN Funds** – The cumulative HAVEN funds used by the member for the program to date.



## HAVEN Program Household Income Certification Form

The Bank will use the information in this form to verify the income eligibility of each household. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan when completing this form.

Member Data		
Name of Member: _____		
FHFA ID#: _____	Date: _____	

Part I. Household Composition				
Household Member #	Name	Relationship to Head of Household	Age	F/T/ Student (Y or N)
1		HEAD		
2				
3				
4				
5				
6				
7				
8				

Part II. Gross Annual Income (Use Annual Amounts)						
Household Member #	(A) Employment or Wages	(B) Social Security/ Pensions	(C) Income From Assets	(D) Payments in Lieu	(E) Alimony/ Child Support	(F) Other Income
1						
2						
3						
4						
5						
6						
7						
8						
Totals	\$	\$	\$	\$	\$	\$
Add totals from (A) through (F) above					Total Income	\$

- A) Employment or Wages: enter the full amount (before any payroll deductions) of all wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services. This amount should include all regular pay, special pay and allowances of a member of the Armed Forces. This amount should include any income from operation of a business or profession.
- B) Social Security/Pensions: enter the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment.
- C) Income from Assets: enter the full amount of interest, dividends and other net income of any kind from real or personal property.
- D) Payments in Lieu: enter the full amount of any payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, severance pay and welfare assistance payments.
- E) Alimony/Child Support: enter the full amount of any alimony and child support payments, if received regularly.
- F) Other Income: enter the full amount of any other income not covered by categories (A) - (E) above and not excluded from income under the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan. Provide an explanation below:

## HAVEN Program Verification of Income

The Bank must verify each applicant's income to ensure the income eligibility of applicants. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan when completing this form.

Things you need to know about income:

- 1) We will accept the following documents for verification of income:
  - Completed and signed U. S. Individual Income Tax Returns (i.e., Internal Revenue Service 1040 Forms); to use this, the household must be income qualified within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker.
  - Year-End Wage and Tax Statements (i.e., Internal Revenue Service W-2 Forms) (if employed on a seasonal basis, the prior year's W-2s are acceptable); to use this, the household must be income qualified within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker.
  - Paychecks with accompanying earnings/deductions statements (must include person's name for verification and must be dated within three months prior to the date the household was income qualified by the member to participate in HAVEN)
  - Completed and properly executed verification of employment letters (must include person's name for verification and must be dated within three months prior to the date the household was income qualified by the member to participate in HAVEN)
  - Social Security Supplemental Income notices
  - Financial statements verifying payments received from annuities, pensions, insurance policies, etc.
  - Financial statements verifying stock portfolio earnings, dividends, and other interest income
  - Letters or case management forms from public assistance agencies
  - Approved HUD Section 8 certificates
  - State housing agency (e.g., Department of Community Affairs) verifications of income
  - Court orders verifying alimony awards and child support payments
- 2) The Bank reserves the right to request more current income documentation if the income documentation is more than three months old. The Bank generally does not accept multiyear averages of income, except that if all or a portion of an individual's income is net income derived from operation of a business or profession the Bank may review and average such income over at least a two-year period.
- 3) We do not include food stamps as part of income. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan for other items that are not included as income.
- 4) Please include all income for each household member older than eighteen that will be living in the home.
- 5) If the applicant has had more than one job during the year, please provide the start and termination dates. This will ensure that we calculate the correct income.
- 6) Please advise us of any employment gaps or start dates if employment does not include an entire 12 month period.



Member driven.  
Community focused.

# HAVEN Program Income Calculation Worksheet

(Please Show Calculation)

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Please attach verification of income from each of the applicable categories of documents below. For each category of documents, show how the portion of the Applicant’s income derived from those documents was calculated. For any documents that do not show an entire year’s worth of income, an Income Calculation Tool is available on the Bank’s website under the HAVEN Funding Manual to assist you with this calculation.

**Applicant’s Name:** \_\_\_\_\_

- Using a completed and signed U.S. Individual Income Tax Return or Year-End Wage and Tax Statements (i.e., Internal Revenue Service 1040 Forms and W-2 Forms); to use this, the household must be income qualified by the member within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker:
- Using a Verification of Employment Form (VOE) (must be signed and dated by Employer, include applicant’s name for verification and must be dated within 3 months prior to the date the household was income qualified by the member to participate in HAVEN):
- Using a pay stub from the applicant (please verify that name is printed on stub; must be dated within three months prior to the date the household was income qualified by the member to participate in HAVEN): o
- Using Social Security Supplemental Income notices:
- Using financial statements verifying payments received from annuities, pensions, insurance policies, etc.:
- Using financial statements verifying stock portfolio earnings, dividends, and other interest income:
- Using letters or case management forms from public assistance agencies:
- Using approved HUD Section 8 certificates:
- Using state housing agency (e.g., Department of Community Affairs) verifications of income:
- Using court orders verifying alimony awards and child support payments:
- Using Other Income Documentation (please describe):

\_\_\_\_\_  
\_\_\_\_\_

## HAVEN Program Loan Certification

Under the HAVEN Program, the rate of interest, points, fees, and any other charges for all loans made to homebuyers should not exceed a market rate of interest, points, fees, and other charges for loans of similar maturity, terms and risk. If there is more than one loan, please complete a separate Loan Certification for each loan.

### Instructions on Completing the Loan Certification form:

The organization originating a loan to the applicant must complete and execute this form.

- 1) The name of the member institution.
- 2) The member's FHFA ID#
- 3) The name of applicant(s).
- 4) The name of the institution or organization making the loan.
- 5) Principal Amount of Loan - the applicant's loan amount.
- 6) Loan Term
- 7) Rate
- 8) Annual Percentage Rate (APR)
- 9) Points
- 10) Fees
- 11) Closing Costs
- 12) Other Charges - please explain any additional charges and how much they total.
- 13) The effective date of the loan and terms.
- 14) Please explain any items that exceed current market rate conditions.
- 15) Signature

In addition, please answer all of the questions by either checking yes or no.



Member driven.  
Community focused.

## HAVEN Program Loan Certification

Name of Member: \_\_\_\_\_

FHFA ID#: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Name of institution originating the loan: \_\_\_\_\_

Is the loan classified as a Home Owner's Equity Protection Act (HOEPA) loan?  Yes  No

Is the loan a Fixed Rate product?  Yes  No

Is the home being modified a manufactured home?  Yes  No

Is the home being modified a single family home (1 to 4 unit dwelling)?  Yes  No

*Note: Please complete all boxes below with either an amount, Ø, or N/A.*

	Borrower		Borrower
Principal Amount of Loan		Fees	
Loan Term		Closing Costs	
Rate		Other Charges (please explain below)	
Annual Percentage Rate (APR)			
Points		Effective Date	

Please explain any Other Charges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, the lender certifies to the following:

- 1) The First Mortgage does not defer the repayment of principal or interest.
- 2) The Financing Package does not include interest only or negative amortization loans (excluding properly utilized reverse mortgage.)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## HAVEN Program Sources and Uses of Funds

The "Sources and Uses of Funds" document allows the Bank to determine the need for HAVEN funds. This form must be completed and submitted with each Request for Disbursement of Funds.

### Instructions:

#### Sources of Funds Table

- 1) Provide all sources of funds for the home.
- 2) For each source of funds, provide the following.
  - Name of Source of Funds
  - Amount
  - Rate (%)
  - Term (months)
  - Type: "L" – Loan, "G" – Grant or "E" – Equity
  - Description Code\*
  - Status: "A" – Approved, or "R" – Requested

\* For each source of funds, indicate the appropriate type of funds under the "Descrip. Code" column. The codes are as follows:

- |   |   |
|---|---|
| 1) Loans – Sources other than Member    | 20) HAVEN Grant   |
| a. 1st Mortgage                         | 21) McKinney Act  |
| b. 2nd Mortgage                         | 22) Federal Housing Programs                              |
| 2) Low-Income Housing Tax Credits       | 23) State Subsidy   |
| 3) Other Finances                       | 24) Local Subsidy   |
| a. 1st Mortgage                         | 25) FHA   |
| b. 2nd Mortgage                         | 26) Member Contributions through Grant or In-Kind Service |
| 7) Foundations                          | 27) Charitable  |
| 8) Preservation Tax Credits             | 28) Reduced Closing Costs                                 |
| 9) Community Development Block Grant    | 29) The Exempt Revenue Bonds                              |
| 11) HOME Investment Partnership Program |   |
| 12) Owner Equity                        |   |
| 13) Section 8                           |   |
| 15) Member Financing – Permanent Loans  |   |
| a. 1st Mortgage                         |   |
| b. 2nd Mortgage                         |   |

#### Uses of Funds Table

Indicate how each funding source from the Sources of Funds Table will be allocated. Fill out the appropriate column with the amounts. In addition to completing the uses of funds, carefully read the language at the bottom of the uses page. If the statements are true, the member is required to sign and date the form as an attestation.



Member driven.  
Community focused.

## HAVEN Program Sources and Uses of Funds

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

### Sources of Funds

Name of Source of Funds	Amount	Rate (%)	Term (months)	Type	Descrip. Code	Status
<b>TOTAL Sources of Funds</b>						



Member driven.  
Community focused.

## HAVEN Program Sources and Uses of Funds

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

### Uses of Funds

Please provide the uses of funds for this home:

Uses of Funds	HAVEN Funds (\$)	Other Funding Sources (\$)	TOTAL (\$)
Modifications/Construction			
Inspection Fees*			
<b>TOTAL COST</b>			

\* - The third party Inspection Fees cannot exceed the lesser of 15% of the total modification cost or \$500.

The proper due diligence has been performed to ensure that:

- 1) The HAVEN funds requested are for necessary modification/construction of the home.
- 2) The cost associated with the modification/construction is reasonable and customary based upon the location of the home and the scope of the proposed work.
- 3) This is the applicant's primary residence.

Member Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## HAVEN Program Pass-Through Documentation

The Bank requires evidence of the HAVEN grant passing through from the member to the household. Please include one of the following:

- Actual invoices and a Final Cost Certification signed by the contractor, homeowner/grantee and member. See the next page for the Certification.
- Signed Contractor's bids or work orders. The Bank will disburse funds based upon these; however, the Bank requires the **actual invoices and Final Cost Certification** signed by the contractor, homeowner/grantee and member within 60 days of disbursement.
- If funds are being used for new construction, evidence of the total construction cost is required.

Also, the Bank requires a detailed description of the modification/construction.



Member driven.  
Community focused.

## HAVEN Program Final Cost Certification

FHFA ID Number: \_\_\_\_\_

Homeowner/Grantee: \_\_\_\_\_

Property Address: \_\_\_\_\_

### CERTIFICATIONS

- 1) All HAVEN Program-funded modification work was completed to the satisfaction of the homeowner/ grantee.
- 2) The copies of architect's certifications (i.e. AIA Document G702), or contractor's invoices that detail the scope of work performed are accurate.
- 3) All modification work was completed as of \_\_\_\_\_ by \_\_\_\_\_.  
 (Contractor) (Phone Number)
- 4) The final cost for work completed is \_\_\_\_\_.

**Note: This is to be signed and dated by all parties after the completion of the work.**

_____	_____	_____
(Contractor)	(Print Name)	(Date)
_____	_____	_____
(Homeowner/Grantee)	(Print Name)	(Date)
_____	_____	_____
(Member Representative)	(Print Name)	(Date)

# Federal Home Loan Bank of Dallas

8500 Freeport Parkway South  
Suite 600  
Irving, Texas 75063-2547

P.O. Box 619026  
Dallas, Texas 75261-9026  
(800) 362-2944

[fhlb.com](http://fhlb.com)

