



Product Guide  
DREAM - Government



OHFA Homebuyer Down Payment Assistance Loan Program provides first mortgage financing and down payment assistance to eligible mortgagors. OHFA’s mission is to provide housing opportunities for moderate income individuals and families within the State of Oklahoma.

This **DREAM Government** product notice is provided to each Lender known by Oklahoma Housing Finance Agency (OHFA) that is doing business with originating offices in the State of Oklahoma. Lenders have the necessary qualifications to participate with OHFA and have been approved by OHFA Homebuyer Down Payment Assistance Loan Program. This product notice is not a substitute for the First Mortgage guidelines per Federal Housing Administration (FHA), Veterans Affairs (VA) and Rural Development (RD).

<b>ISSUER AND REVIEW AGENT:</b>	
Oklahoma Housing Finance Agency 100 NW 63 <sup>rd</sup> , Suite 200 Oklahoma City, Oklahoma 73116 405-419-8207 or 1-800-256-1489 ext 207	OHFA is an instrumentality of government EIN Number: 73-0999618 Oklahoma Housing Finance Agency is exempt from Qualified Mortgage (QM) and Ability to Repay (ATR)
Valenthia Doolin Director of Homeownership <a href="mailto:valenthia.doolin@ohfa.org">valenthia.doolin@ohfa.org</a> 405-419-8156	<b>WEBSITE AND LINKS:</b> <a href="http://www.ohfa.org/Lenders">www.ohfa.org/Lenders</a> <a href="mailto:ohfasinglefamily@ohfa.org">ohfasinglefamily@ohfa.org</a> – Loan review email <a href="mailto:ohfaratelock@ohfa.org">ohfaratelock@ohfa.org</a> – Loan rate lock email

**ELIGIBLE HOMEBUYERS**

- Borrower(s) do not have to be First Time Homebuyers (FTHB)
- Borrowers who occupy as primary residence **may** have ownership interest in other residential properties at the time of closing. Follow FHA, VA and RD guidelines.
- OHFA loan must be primary residence
- ELIGIBLE HOMEBUYERS:
  - First Time Homebuyers (FTHB) and Repeat Homebuyers
  - Co-Signors are permitted – co-signors will never occupy the property, will only guarantee the Note, and must meet the minimum credit criteria. Income for co-signors is not included in maximum income for family. Co-signor will not execute the purchase contract or security instrument, nor will they be in title.

**DOWN PAYMENT ASSISTANCE AND APPLICATION**

- 3.50% Down Payment Assistance
- Zero percent (0%) interest, Zero (0) monthly payment, Second Mortgage filed on property
- DPA SECOND MORTGAGE DUE ON:
  - Maturity of the First Mortgage
  - Sale or Refinance of the First Mortgage
  - Transfer of Ownership or Primary Residency Status
- DPA calculated on Total Loan Amount and/or Note Amount
- Application of down payment assistance (DPA) provided in connection with DREAM Govt is to be determined after taking into consideration the extent which the seller is obligated to pay any portion of the closing costs as provided in the related real estate sales contract
- DPA second mortgage is funded at closing along with first mortgage funds by participating Lender

### DOWN PAYMENT ASSISTANCE AND APPLICATION (CONT.)

- APPLICATION OF DPA:
  - First, towards meeting minimum down payment requirement applicable to the first mortgage loan originated
  - Second, toward “normal and customary” closing costs
  - Third, towards reduction of first mortgage loan principal balance
  - Max allowed for the Down Payment Assistance is 3.50% of the total loan &/or note amount. No portions of the DPA funds can be paid to the borrower unless the borrower is being reimbursed for allowed fees associated with the first mortgage loan. This includes additional gift funds from a family member.
  - Allowed reimbursable fees: earnest money, credit report and appraisal fee
  - A principal reduction of the first mortgage loan will be required if any DPA and/or gift funds from any allowable source(s) are remaining after reimbursement of allowable fees

### MORTGAGE PRODUCTS AND PROGRAMS

- FHA –Fixed Rate Section 203(b) and 234(c)
- VA – Fixed Rate
- USDA – RD – Fixed –Rural Housing Guaranteed Loan
- DREAM Government ZERO:
  - Lower rate or equal to the current market
  - Allows use of other sources of assistance including Community Seconds and Tribal Funds
  - Borrower can also receive gift funds from a relative
  - No loan level pricing adjustments
  - No 2<sup>nd</sup> Mortgage filed on property because there is NO/Zero assistance received from OHFA
- REFINANCE:
  - No mortgage loan may replace an existing mortgage loan except for construction period, bridge loans or similar temporary financing having an original term of 24 months or less. Once mortgagor occupies home as primary residence then the construction loan is ineligible for the refinance.

### TERMS

- Purchase price: \$356,362; contract sales price cannot exceed the maximum permissible purchase price limit per Exhibit H-2B
- Must by owner/borrower occupied as primary residence within 60 days of closing
- Loans securitized by GNMA – Ginnie Mae
- 30-year amortization
- Security – First Lien, Zero percent (0%) interest, subordinate Second (2<sup>nd</sup>) Lien
- Fee simple
- No prepayment penalty
- Assumability – A mortgage loan may be assumed by a subsequent homebuyer only if all eligibility requirements of the new mortgagor, the residence, the mortgage loan and all other Product requirements are satisfied at the time of assumption as if the mortgage loan was being originated for the first time. All assumptions must be submitted to OHFA for Compliance Review and written approvals by all applicable parties must be obtained prior to closing.

### PROPERTY TYPE AND ELIGIBILITY

- Primary owner/borrower residence only - Must **NOT** be used by owner/borrower as an investment property, rental property or as a recreational, vacation or second home
- Properties must be in the State of Oklahoma
- Condominiums – FHA only – refer to US Bank HFA Division Guidelines
- 1 - Unit & 2 - Unit Properties
- 2 - Units Properties - FHA only; Must be one parcel and one legal description
  - Borrower must occupy one of the units as their primary residence
- New and existing single-family homes
- Manufactured Housing
  - FHA only
  - Multi section
  - Meet US Bank Guides for Manufactured Housing - posted on US Bank website
  - Minimum Middle Credit score: 660
  - DTI: 45%
  - **NO Manual Underwrites**

### INCOME REQUIREMENTS

- All Dream loans utilize the **annualized qualifying monthly income** of the mortgagor and may not exceed the maximum permissible income per the Exhibit H-1C (Revised: January 1, 2021)
- Qualifying income validated per the lender and lender's underwriter
- Income:
  - \$150,000 – 1 or more persons
- It is the Lender's responsibility to ensure the borrower's income does not exceed the maximum income limits per the products

### UNDERWRITING – DEBT TO INCOME – CREDIT SCORE

- All loans must meet standard FHA, VA and RD underwriting guidelines, credit eligibility, Loan to Value (LTV) and appraisal standards. All borrowers' contributions toward the purchase must meet product guidelines and underwriting standards.
- Automatic underwriting – DU or LPA or Rural Development GUS with Approve/Accept
- DPA should be entered in AUS as Zero Percent (0%), \$0.00 monthly payment, subordinate mortgage from State Agency – meets Community Second Guidelines set as a Silent Second
- All borrowers must meet a minimum credit score and DTI for first mortgage

Effective – 02/10/2023	Property	Minimum Middle FICO	Maximum DTI	Reserves
FHA	1-2 unit	640 – 679	45%	AUS determines
FHA	1-2 unit	680	45.01 - 50%	AUS determines
VA, USDA-RD	1 unit	640 – 679	45%	AUS determines
VA, USDA-RD	1 unit	680	45.01 – 50%	AUS determines
Manufactured Housing	1 unit	660	45%	AUS determines

- **MANUAL UNDERWRITE:**
  - Loan can be manually underwritten if the lender receives a Refer or if the borrower(s) has ZERO/NO credit scores. **Must adhere to agency/US Bank guidelines maximum housing and debt-payment to income ratio – with minimum reserves of 2 months PITI for all loan types.**

### UNDERWRITING – DEBT TO INCOME – CREDIT SCORE (CONT.)

Effective – 1/3/2023	Property	Minimum Middle FICO	Housing Ratio	Total Debt	Reserves
FHA	1-2 unit	640	31%	43%	2 months
VA	1 unit	640	-	41%	2 months
USDA-RD	1 unit	640	29%	41%	2 months

- OHFA UNDERWRITING OVERLAYS:
  - Homebuyer Education not required
  - 10 Acre Limit
  - Additional Second Mortgages from other entities are not allowed
  - Mortgage Credit Certification not allowed
  - Originating lenders are required to re-purchase defective mortgage loans
  - Multiple OHFA loans not allowed
  - Not Allowed to be used as rental or vacation home, co-op, or investment home

### HAZARD INSURANCE COVERAGE

- HAZARD INSURANCE COVERAGE FOR 1-2 FAMILY PROPERTIES, PUD'S & CONDOMINIUMS
  - Amount of Coverage – If the policy does not indicate guaranteed replacement or 100% full replacement cost of the insurable improvements, the insurance limits must at least equal the higher of:
    - The unpaid principal balance (UPB) of the first mortgage
    - 80% of the full replacement cost of the insurable improvement

**IMPORTANT NOTE:** The coverage must not exceed the replacement cost of the insurable improvements even when the UPB exceeds the replacement cost.

- Type of Coverage – Must be all risk or named perils with extended coverage
- Maximum Deductible for:
  - FHA & VA loans – Deductible does NOT exceed the greater of \$2,500 or 2.5% of the face amount of the policy
  - USDA-RD loans – Deductible does NOT exceed the greater of \$1,000 or 1% of the face amount of the policy unless state law requirement differ
- See Condominium Project Review – Policies and Procedures – Insurance Requirements for on Walls in H06 Insurance refer to 711.12 FHA - Eligible Properties, 712.13 VA – Eligible Properties and 715.12 USDA-RD – Eligible Properties

### LOCKING – RESERVING – PRICING

- LOCKING/RESERVING:
  - All loans are locked/reserved through OHFA Lenders Login under the Lenders tab on our website
  - Print Loan Confirmation for your records
  - As the exception to the rule, OHFA can/will lock loan for lenders, if needed. Email URLA, with census tract, program, rate, credit score(s) and estimated closing date to [ohfaratelock@ohfa.org](mailto:ohfaratelock@ohfa.org). Once loan is locked the Loan Confirmation will be emailed to lender of record.

### LOCKING – RESERVING – PRICING (CONT.)

▪ FEES:

- Investor Funding Fee\* of \$400 (reflected in Box A of the LE & CD)
- Tax Monitoring Fee\* of \$84 (reflected in Box A or B of the LE & CD)
- No Review Fee is charged by OHFA

\*The Investor Funding Fee and Tax Monitoring Fee should not have “Bond”, “OHFA”, “HFA”, “Agency” or “US Bank” associated with it on the LE or CD. These fees are the Lender’s fees until the loan is purchased by US Bank; and are never OHFA’s fees.

▪ INTEREST RATES:

- OHFA will post rate at 10 am CST. Rates will be emailed to lenders and placed on OHFA website – [www.ohfa.org/interest-rates](http://www.ohfa.org/interest-rates) under Lenders, Lender Program Guidance.
- Rates are subject to change based on secondary market
- Lenders will be given a one (1) hour notification of a second daily rate change before being subject to the new interest rate

▪ LENDER SRP PRICING:

- Reservation to 65 days - purchase: 102.50%
- 66 days - 75 days purchase: 102.25%
- 76 days - 90 days purchase: 101.75%
- 91 days - 120 days purchase: 101.50%
- 1.00% Origination allowed – Lenders’ Option

OHFA additional verbal/email approval required to US Bank on closed loans purchased after 121 days from reservation - Price: 100.25%

All loans must be delivered to US Bank for purchase. Lender SRP Pricing above details reservation to purchase for the appropriate service release premium.

### REVIEW, APPROVAL AND CLOSING

▪ ELECTRONIC SIGNATURES ARE NOW ALLOWED ON ALL OHFA DOCUMENTS:

- Must be certified electronic signatures
- Script or Cursive type font is NOT allowed

▪ LOAN REVIEW:

- Email loan documents to [ohfasinglefamily@ohfa.org](mailto:ohfasinglefamily@ohfa.org)
- Subject Line: OHFA Loan number, Borrower Last Name, and the word “Review”
- OHFA Documents:
  - ✓ OHFA Loan Confirmation
  - ✓ Loan Transmittal
  - ✓ Uniform Residential Mortgage Application
  - ✓ Purchase Contract
  - ✓ OHFA Partial Exemption Disclosure (replaces LE on 2<sup>nd</sup> Mtg)
  - ✓ Loan Estimate
  - ✓ Letter of Explanation - if Spouse is not on the loan

### REVIEW, APPROVAL AND CLOSING (CONT.)

- **LOAN CONDITIONS/DEFICIENCIES:**
  - Email only the document or page of a document that is required to be submitted or corrected (not the entire loan package again)
  - Subject line: OHFA Loan number, Borrower Last Name, and the word “Conditions”
- **OHFA LOAN APPROVAL:**
  - ❖ OHFA issues Approval/Award Letter
  - ❖ OHFA issues Down Payment Assistance Letter – Second Lien
  - ❖ OHFA issues Mortgagor’s Certification & Income Statement (delivered to borrower(s))
  - ❖ All documents sent/emailed to lender of record
- **LENDER LOAN CLOSING:**
  - Fund OHFA DPA Second Mortgage along with First Mortgage Loan
  - OHFA Down Payment Assistance Letter – Second Lien executed at closing
  - OHFA Partial Exemption Disclosure executed at closing (replaces CD for 2<sup>nd</sup> Mtg)
  - OHFA Subordinate Mortgage executed at closing
  - OHFA Promissory Note executed at closing
  - OHFA issues Mortgagor’s Certification & Income Statement delivered to borrower(s) at closing
- **POST CLOSING (within 5 business days of closing provide all the following):**
  - Email loan documents to [ohfasinglefamily@ohfa.org](mailto:ohfasinglefamily@ohfa.org)
    - ✓ Copy of executed Closing Disclosure
    - ✓ Copy of executed Down Payment Assistance Letter – Second Lien
    - ✓ Copy of executed Partial Exemption Disclosure (replaces CD for 2<sup>nd</sup> Mtg)
    - ✓ Copy of executed Subordinate Mortgage
    - ✓ Copy of executed Promissory Note

### MASTER SERVICER

US Bank Home Mortgage /  
HFA Division  
Excelsior Crossing  
9380 Excelsior Boulevard  
Hopkins, MN 55343  
[hfa.programs@usbank.com](mailto:hfa.programs@usbank.com)

- US Bank’s HFA Division Lending Guide can be found by going to this website or cut and paste this link into your browser: [www.allregs.com/tpl/public/usb\\_bond\\_tll.aspx](http://www.allregs.com/tpl/public/usb_bond_tll.aspx).

### PURCHASE AND SERVICING

- **US BANK PURCHASE & SERVICING:**
  - US Bank will purchase loans approved by OHFA with the mortgage rate and terms reflected on OHFA Approval/Award Letter, less fees, plus down payment assistance provided at closing and appropriate Service Release Premium based on purchase time from pricing model. (see “Locking – Reserving - Pricing” section, above)
  - All loans will utilize MERS to US Bank
  - Loan Files will be delivered through US Bank’s Doc Velocity Portal:
    - ✓ Scan loan files to US Bank through DocVelocity system as soon after loan closing as possible.

### PURCHASE AND SERVICING (CONT.)

- ✓ Utilize the loan delivery checklists posted on the US Bank website, and include all applicable documentation listed
- ✓ Deficiencies/Exceptions will come to you through the DocV Thread
- ✓ Loans are funded throughout the day, at an amortized balance net of escrows, interest, any HFA extension, or penalty fees (Please do not send these via separate check)
- ✓ Purchase Advice are emailed to the designated contact
- ✓ The lender is responsible for servicing the loan until it is purchased by US Bank and may need to take the first few payments
- ✓ Current payment histories are required if payments of any type have been made to you prior to purchase (first payment, MI, taxes, etc....)
- ✓ Logging into DocVelocity/AIQ:
  - DocVelocity is a web-based system accessed at <https://mldis.mils-katalystclud.net/#>
  - This link is provided via email when the single sign-on account is granted access to DocVelocity
  - For support with DocVelocity: [HFAdocVelocityAssistance@usbank.com](mailto:HFAdocVelocityAssistance@usbank.com)
  - Update password every 90 days
- Collateral Packages: US Bank Home Mortgage  
Attn: Note Vault  
5<sup>th</sup> Floor  
9380 Excelsior Boulevard  
Hopkins, MN 55343
- Defective loans will not be purchased by US Bank

### ELIGIBLE LENDERS

Lenders must be approved by US Bank to participate with OHFA. Interested lenders should contact US Bank Home Mortgage HFA Division at the help desk 1-800-562-5165, Option 2 / [hfa.programs@usbank.com](mailto:hfa.programs@usbank.com) or contact Valenthia Doolin, Director of Homeownership, OHFA at 1-405-419-8156 / [valenthia.doolin@ohfa.org](mailto:valenthia.doolin@ohfa.org).

\*\*Currently Third-Party Origination not allowed with OHFA\*\*

### QUESTIONS

Any additional questions, please contact:

Valenthia Doolin at 405-419-8156 or by email [valenthia.doolin@ohfa.org](mailto:valenthia.doolin@ohfa.org) or  
Kristina Nichols at 405-419-9257 or by email [kristina.nichols@ohfa.org](mailto:kristina.nichols@ohfa.org).