



GREEN BAY

NeighborWorks Green Bay Down Payment and Closing Cost Assistance Guidelines

NeighborWorks Green Bay (NWGB) is a [HUD approved housing counseling agency](#) and has adopted the [National Industry Standards for Homebuyer Education and Counseling](#). NWGB offers down payment and closing cost assistance to qualified buyers. The following is a list of requirements. All programs are subject to availability of funds.

Commonly Asked Questions	Answers
Are there education or counseling requirements to receive down payment and closing cost assistance?	Yes, all buyers must complete NWGB homebuyer education and counseling. NWGB will not allow third party education providers
Is a home inspection required?	Yes, a home inspection by a State Certified Home Inspector is required or HQS inspection for HOME and HCRI funds
Are there location restrictions?	Yes, the property must be located within Brown County, Wisconsin. Program exceptions may apply. See individual programs on pages 2-4
Are there income restrictions?	Yes, income eligibility is determined by using the Area Median Income (AMI) chart for Brown County. See individual programs on pages 2-4
Do you charge fees?	Yes, there are fees associated with homebuyer education and counseling. See fee schedule on page 5 and individual programs on pages 2-4
Do you have to be a first-time homebuyer?	No. See individual programs on pages 2-4
What is the minimum buyer contribution amount?	The buyer is required to have a minimum investment of \$1,000 towards the transaction
Can I use more than one down payment assistance program?	Yes, you may be able to use more than one down payment assistance program depending on the funding source, household size and income, loan product, and NWGB underwriting guidelines
Do you have to work with an approved list of lenders?	No, programs are open to all lenders who have a physical office located in Wisconsin

Program Requirements

General Guidelines	<ul style="list-style-type: none"> • An accepted offer to purchase (OTP) must be submitted to reserve funds for the buyer • All program funds are subject to availability • Continued owner-occupancy, maintenance of homeowner's insurance (with NWGB as an additional insured), and returning an annual verification form are conditions of assistance
NWGB Underwriting Guidelines	<ul style="list-style-type: none"> • NWGB assistance programs are subject to approval from primary mortgage lender • The annual percentage rate (APR) on the primary mortgage may not exceed 1.5% over the current "Average Prime Offer Rates-Fixed" (30-year term) as posted on https://www.ffiec.gov/ratespread/newcalc.aspx <ul style="list-style-type: none"> ○ Exceptions apply for FHA loans • Debt-to-income ratio (DTI) cannot exceed 45% • Closing costs cannot exceed 3% of loan amount for all loan products – excluding WHEDA <ul style="list-style-type: none"> ○ 3% excludes pre-pays, initial escrows, and FHA upfront mortgage insurance premium (MIP) ○ No rate buy-downs more than 1 point • Loans must be permanently amortizing and have a minimum term of five years during which the rate shall be fixed. Balloon loans will not be accepted. • All loans must escrow for property taxes • NWGB, along with the buyer contribution, shall not exceed 20% of the value of the home • NWGB may not occupy a lien position lower than third or be placed below a lien of lower amount • No loan will be approved with:

	<ul style="list-style-type: none"> ○ a sub-prime loan product, private financing, or land contract ○ a prepayment penalty clause ○ property is zoned industrial or commercial and the dwelling purchased would be considered a non-conforming use. Exceptions may apply ○ cash back at closing ○ the use of a non-occupant co-borrower or co-signer
Home Inspection Requirements	<ul style="list-style-type: none"> ● Property must be inspected by State of Wisconsin certified home inspector ● HOME and HCRI funds require a Housing Quality Standards (HQS) home inspection conducted by NWGB ● NWGB is required to review the home inspection and will determine what/if any repairs are required to be fixed prior to closing ● All health and safety issues MUST be rectified prior to closing ● NWGB reserves the right to inspect the property and request an opinion from a contractor/engineer at the buyer's expense ● NWGB owned properties and new construction with a certificate of occupancy are exempt ● If using an inspection that was originally done for someone other than the current buyer, it must have been done within the past sixty days and the report must be reissued in the buyer's name
Buyer's Contribution (excluding FHA)	<ul style="list-style-type: none"> ● Buyer must contribute a minimum of \$1,000. This can include: <ul style="list-style-type: none"> ○ Home inspection ○ Homeowner's insurance policy ○ Earnest money ○ Cost of homebuyer education ○ A gift from an immediate family member with a gift letter ● Homebuyers who are disabled or have a family member with a disability may utilize a grant ● If the buyer is involved with Habitat for Humanity, sweat equity can be used
Federal Housing Administration (FHA) Loans	<ul style="list-style-type: none"> ● NWGB has secondary mortgage financing approval through HUD ● NWGB funds cannot be used to satisfy the minimum down payment requirement <ul style="list-style-type: none"> ○ Buyer must have their own 3.5% down payment ● Limited to 115% AMI or less according to household size
Property Types	<ul style="list-style-type: none"> ● Residence must be permanently owner-occupied ● Single-family or multifamily two-to-four-unit homes are allowed <ul style="list-style-type: none"> ○ Certified landlord education course certificate is required for two-to-four-unit homes ● Manufactured homes on permanent foundation are allowed ● Mobile homes are not permitted
Procedures for Request of Loan Policy Exceptions	<p>Lenders may have the opportunity to appeal a denial for Down Payment and Closing Cost Assistance from NWGB. The NWGB Counseling and Lending Committee will have the authority to grant exceptions. The following procedure will be used:</p> <ul style="list-style-type: none"> ● The Appeal Application on page 2 of the Ineligibility Letter will need to be filled out and returned to the Affordable Housing Lender at NWGB within 2 business days of the date of the letter ● The Counseling and Lending Committee Lenders will review, and an approval or denial will be issued within 2 business days

Down Payment and Closing Cost Assistance Programs

NeighborWorks Loan Fund (NLF)

Loan Amount	<ul style="list-style-type: none"> ● Up to \$7,000
Terms	<ul style="list-style-type: none"> ● 0% interest, deferred payment loan ● Due back when home is sold, there is a change in ownership, home is no longer owner-occupied, or mortgage is refinanced
Location	<ul style="list-style-type: none"> ● Brown County, WI
Property Type	<ul style="list-style-type: none"> ● Owner occupied, single-family or multifamily two-to-four-unit
Fee	<ul style="list-style-type: none"> ● \$600 Homebuyer Counseling Fee will be added to the primary lender's Closing Disclosure
Income Limits	<ul style="list-style-type: none"> ● 120% AMI or less according to household size ● FHA loan must be at 115% or less according to household size
Home Inspection	<ul style="list-style-type: none"> ● Required by state certified home inspector

Housing Cost Reduction Initiative (HCRI) Loan	
Loan Amount	<ul style="list-style-type: none"> Up to \$7,500 based on calculated need
Terms	<ul style="list-style-type: none"> 0% interest, deferred payment loan Due back when home is sold, there is a change in ownership, home is no longer owner-occupied, or mortgage is refinanced
Location	<ul style="list-style-type: none"> Brown, Calumet, Door, Kewaunee, Manitowoc, Oconto, Outagamie, Shawano, and Winnebago Counties NWGB FHA Secondary Financing Approval limited to Brown, Calumet, Kewaunee, Outagamie, and Shawano Counties
Property Type	<ul style="list-style-type: none"> Owner occupied single-family
Fee	<ul style="list-style-type: none"> None
Income Limits	<ul style="list-style-type: none"> 80% AMI per county or less according to household size
Home Inspection	<ul style="list-style-type: none"> HQS inspection performed by NWGB at no cost to the borrower
Other Requirements	<ul style="list-style-type: none"> Must be a first-time homebuyer If under 50% AMI, minimum buyer contribution is \$500 50% - 80% AMI, minimum buyer contribution is \$1,000

Great Being Home (GBH)	
Grant Amount	<ul style="list-style-type: none"> \$5,000 Up to \$10,000 available with matching funds from either NWGB or City of Green Bay headquartered non-profits or businesses <ul style="list-style-type: none"> Matching is required by City of Green Bay headquartered non-profits or businesses with 25 or more employees
Eligible Buyers	<ul style="list-style-type: none"> Employees of the City of Green Bay Employees of Green Bay headquartered non-profits and businesses with 25 or fewer employees Employees of Green Bay headquartered non-profits and businesses with 25 more employees who contribute to GBH
Terms	<ul style="list-style-type: none"> \$5,000 immediately forgiven at closing Eligible uses: <ul style="list-style-type: none"> Down payment Closing costs Home repairs needed to be completed prior to closing Terms of matching funds are determined by subsequent program
Location and Income Limits	<ul style="list-style-type: none"> For buyers under 80% AMI, purchased home must be within the City of Green Bay, WI For buyers above 80% AMI, purchased home must be in a Qualified Census Tract within the City of Green Bay, WI. See map on page 6
Property Type	<ul style="list-style-type: none"> Can be existing or new construction Owner-occupied, single-family or duplex
Fee	<ul style="list-style-type: none"> None
Home Inspection	<ul style="list-style-type: none"> Required by state certified home inspector

American Foods Employer Assisted Homeownership Program (EAHP)	
Loan Amount	<ul style="list-style-type: none"> \$5,000 - \$7,500
Terms	<ul style="list-style-type: none"> Tenure requirements: <ul style="list-style-type: none"> 1-3 years: \$5,000 0% interest, forgivable loan (3-year term) 3+ years: \$7,500 0% interest, forgivable loan (4-year term) Due and payable if prior to the retention period there is a change in employer, the home is sold, there is a change in ownership, home is no longer owner-occupied, or mortgage is refinanced Per the employer: Federal and State Laws treat the forgiven portion of the loan as income, and it is subject to normal income tax withholding. Employee will be taxed

	<p>annually on the portion of the loan that is forgiven. Tax will be prorated and deducted from the regular paychecks</p> <ul style="list-style-type: none"> ○ \$1,666 (or 1/3rd of the loan) is added to the employee's paycheck as income at the end of each year for three years
Location	<ul style="list-style-type: none"> • Brown County, WI
Property Type	<ul style="list-style-type: none"> • Owner occupied, single-family or multifamily two-to-four-unit
Fee	<ul style="list-style-type: none"> • \$300 Homebuyer Counseling Fee will be added to the primary lender's Closing Disclosure
Income Limits	<ul style="list-style-type: none"> • Income limits do not apply
Home Inspection	<ul style="list-style-type: none"> • Required by state certified home inspector

Services Plus Employer Assisted Homeownership Program (EAHP)

Loan Amount	<ul style="list-style-type: none"> • \$5,000
Terms	<ul style="list-style-type: none"> • 0% interest • 5-year forgivable loan, forgiven monthly over a 60-month period • Tenure requirement of 1 year • Due and payable if prior to the retention period there is a change in employer, the home is sold, there is a change in ownership, home is no longer owner-occupied, or mortgage is refinanced • Per the employer: Federal and State Laws treat the forgiven portion of the loan as income, and it is subject to normal income tax withholding. Employee will be taxed annually on the portion of the loan that is forgiven. Tax will be prorated and deducted from the regular paychecks
Location	<ul style="list-style-type: none"> • Brown County, WI
Property Type	<ul style="list-style-type: none"> • Owner occupied, single-family or multifamily two-to-four-unit
Fee	<ul style="list-style-type: none"> • \$300 Homebuyer Counseling Fee will be added to the primary lender's Closing Disclosure
Income Limits	<ul style="list-style-type: none"> • Income limits do not apply
Home Inspection	<ul style="list-style-type: none"> • Required by state certified home inspector

Down Payment Plus (DPP)

<p>NWGB does not provide this funding. Lender limited to Federal Home Loan Bank of Chicago (FHLBC) Members who have DPP Agreements. Please see website for participating lenders: Wisconsin Members FHLBank Chicago (fhlbc.com)</p>	
Loan Amount	<ul style="list-style-type: none"> • Up to \$10,000
Terms	<ul style="list-style-type: none"> • 0% interest • 5-year forgivable loan, forgiven monthly over a 60-month period • Due back if home is sold, there is a change in ownership, home is no longer owner-occupied, or mortgage is refinanced within five years
Location	<ul style="list-style-type: none"> • State of Wisconsin
Property Type	<ul style="list-style-type: none"> • Owner occupied, single-family or duplex
Fee	<ul style="list-style-type: none"> • \$500 Homebuyer Counseling Fee will be added to the primary lender's Closing Disclosure. This fee is an all-in cost to the Buyer. The cost of education will be deducted from the \$500
Income Limits	<ul style="list-style-type: none"> • 80% AMI or less according to household size
Home Inspection	<ul style="list-style-type: none"> • Not required but highly recommended

Housing Choice Voucher Homeownership Option Program – For Section 8

<p>NWGB does not provide this funding. Contact Integrated Community Solutions at (920) 498-3737</p>	
Terms	<ul style="list-style-type: none"> • Recipients may be eligible to use their Housing Choice Voucher towards their mortgage payment • Loan must meet NWGB Underwriting Guidelines • Debt ratios of 28%/36% apply • Buyer must have \$1,000 of their own funds unless they are receiving disability

Income Limits – Brown County								
Size of Household – Effective May 25, 2023								
AMI%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80%	\$53,500	\$61,150	\$68,800	\$76,400	\$82,550	\$88,650	\$94,750	\$100,850
100%	\$69,150	\$79,050	\$88,900	\$98,800	\$106,700	\$114,600	\$122,500	\$130,400
FHA 115%	\$79,500	\$90,900	\$102,250	\$113,600	\$122,700	\$131,800	\$140,850	\$149,950
120%	\$83,000	\$94,850	\$106,700	\$118,550	\$128,050	\$137,500	\$147,000	\$156,500

Other county income limits can be found at <https://nwgreenbay.org/home-ownership/down-payment-and-closing-cost-assistance/>

Fee Schedule

Homebuyer Education Classes:

In-Person at NeighborWorks Green Bay	\$50
Homebuyer Education Class via Zoom	\$50
Online Class via NeighborWorks Green Bay & eHome America	\$125

*Both in-person and online certificates will be released upon completion of Education and Housing Counseling session.

*Registration fees are non-refundable, and certificates are non-transferrable.

Homebuyer Preparation for Partners:

FHLBC Down Payment Plus (DPP)	\$500
*For the 2023 round of DPP, our homebuyer education and counseling meet the National Industry Standards grant requirement. The fee is an “all-in” cost of \$500 to the buyer. We will be netting the cost of the class from \$500 depending upon the education cost incurred by the buyer. The net cost will be reflected on the invoice sent to the lender. If DPP is paired with the Employer Assisted Homeownership Program (EAHP), the same “all-in” cost applies. For example, if a buyer takes our \$50 Zoom class and qualifies for DPP, our invoice will show \$450 remaining due at closing.	
Habitat for Humanity	\$100
Appleton Housing Authority	\$150

Down Payment Assistance Loan Fees:

NeighborWorks Loan Fund (NLF)	\$600
Employer Assisted Homeownership Program (EAHP)	\$300
NeighborWorks Green Bay Employer Assisted Homeownership Program (EAHP)	\$600

*All loans require applicable recording fee of \$30.

*Combined loans, if allowed, will reflect the higher fee.

*Lending fees are in addition to education and counseling costs.

Other Services / Program Fees:

HECM – Reverse Mortgage Counseling	\$175
Mortgage Subordination Prep (does not include applicable filing fee of \$30)	\$125
Mortgage/Grant Satisfaction Prep (does not include applicable filing fee of \$30)	\$0
Money Management Online Class via NeighborWorks Green Bay and eHome America	\$35

For concerns related to Homebuyer Education costs, please reach out to info@nwgreenbay.org for our Hardship Policy

**Great Being Home Program: For buyers above 80% AMI,
purchased home must be in a Qualified Census Tract**

