FHLBANK DALLAS

Special Disaster Relief Grant (SDRG) Program

Guidelines and Funding Request

Special Disaster Relief Grant (SDRG)

Overview

This special disaster relief grant program provides recovery assistance to help members' employees who homes have been damaged or destroyed as a result of the August 2016 floods in Louisiana. Grants are available for owner-occupied housing in parishes designated for Individual Assistance by the Federal Emergency Management Agency (FEMA), and are intended to assist with reasonable and necessary expenses that are not otherwise compensated for by insurance or other reimbursement.

Members and Housing Associates that are eligible for advances and (i) are located in or have branch offices in, or (ii) have employees whose homes are located in, the federally declared disaster areas of Louisiana may apply for this Disaster Relief Grant Program on behalf of their employees whose homes were damaged or destroyed.

The Bank set aside an aggregate amount of $1 million in grants. An eligible institution's total approved grants under this special grant program may not exceed $50,000.

The program will be first-come, first-serve and will be available until the funds are exhausted or February 16, 2017, whichever comes first.

If all special grant program funds are not used by October 31, 2016, then the remaining grant funds will be available for use by members to assist qualified households in the general public (at income levels noted above) until the funds are exhausted or February 16, 2017, whichever comes first.

Program Requirements:

To qualify for a grant:

- *Employee households of member or housing associate institutions in designated parishes. (One grant per household)*
    - *For households with an income at or below 80 percent of area median income (AMI), adjusted by household size, the maximum grant is $3,000.*
    - *For households with an income above 80 percent and at or below 120 percent of AMI, adjusted for household size, the maximum grant is $2,000.*
    - *For households with an income above 120 percent and at or below 165 percent of AMI, adjusted for household size, the maximum grant is $1,500.*

- The household and the institution must provide income documentation to substantiate the household's income.

- The grant must be passed through directly to the household.

Document Requirements:

The required forms or worksheets are included in this package:

- Funding request for Special Disaster Relief Grant
- Residential Funding Record – documents the detail for the households included in the aggregate grant request
- Income Documentation for all members of each houshold (e.g., Pay Stub, W-2, Tax Return, Letter of Verification of Employment, Supplemental Security Income (SSI) letter, direct deposit bank statement for income sources such as SSI or retirement funds.
- Income Calculation Worksheet, as applicable – documents how the household income was calculated for sources such as paystubs and VOEs.

Application Process

- A completed "Funding Request for Special Disaster Relief Grant" form and the required documents listed above must be submitted by the member institution to the Bank. **The person signing on behalf of the member institution must be listed on the current form of the Bank's Advances Signature Card as an authorized signer.**

- Complete funding requests and required documentation should be emailed or faxed to the following:

Member Services Department
Email: member.services@fhlb.com
Fax: 214.441.8514

For additional information or questions regarding qualification, please contact the Bank's Member Services Department at 844.345.2265, or visit the Bank's website at www.fhlb.com.

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Funding Request for Special Disaster Relief Grant

Date: _____

Grant Request: $ _____
(This is the sum of the individual requests for all of the household(s) listed on the residential funding record. The maximum request is $50,000 per member.)

Name of Member Institution: _____ **FHFA ID #:** _____

Member Contact Name: _____

Phone #: _____ **Fax #:** _____ **E-mail address:** _____

By signing and submitting the underlined documents, the Member certifies the following:

- The Member has verified through one or more of the documents listed below that the assisted household(s) is located in a parish designated for Individual Assistance by the Federal Emergency Management Agency as a result of the August 2016 floods in Louisiana.

  ❒ Driver's License

  ❒ Utility Bills

  ❒ Bank Statement

  ❒ Other: _____

- For household grants up to $1,500, the household's total income as noted on the residential funding record does not exceed 165% of the area median income (AMI) as adjusted by household size.

- For household grants above $1,500 and up to $2,000, the household's total income as noted on the residential funding record does not exceed 120% of the area median income (AMI) as adjusted by household size.

- For household grants above $2,000 and up to $3,000, the household's total income as noted on the residential funding record does not exceed 80% of the area median income (AMI) as adjusted by household size.

- Income Documentation acceptable to the Federal Home Loan Bank of Dallas (Bank) (i.e. pay stub, Verification of Employment, Social Security Income (SSI) Letter, W-2 Form, Tax Return, Bank statement noting direct deposit for income sources such as SSI or retirement income).

- The grant is being passed through directly to the household(s) to assist with reasonable and necessary expenses that are not otherwise compensated for by insurance or other reimbursement.

The undersigned certifies that the information presented in this Funding Request for Special Disaster Relief Grant (SDRG) 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 SDRG.

The Bank in its sole discretion will determine whether to grant an SDRG to a member institution. Nothing contained in the SDRG Program Guidelines and Funding Request will be construed as an agreement or commitment on the part of the Bank to grant an SDRG. The Bank, may, in its sole discretion, grant a SDRG 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 SDRG Program requirements. After evaluation by the Bank, the amount of the SDRG may be reduced solely at the discretion of the Bank. In exercising its discretion, the Bank will evaluate the need for the SDRG.

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 signer.

Submit completed and signed package to member services:

Email: Member.Services@fhlb.com

Fax: 214.441.8514

Residential Funding Record

A completed residential funding record must be submitted with each request. This form keeps track of the number of household(s) and the dollar amount requested. 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) **Parish**
8) **Member Employee** – Yes or No. Initially, this grant is for the employees of our member institutions. If the funds are not exhausted by October 31, 2016, the remainder of the funds will be available for use by members to assist qualified households in the general public.
9) **Annual Income** – this should be the total gross income amount from the Household.
10) **Median Income Amount** – This represents 100% of the Median Income amount adjusted by household size for the noted Parish. The instructions for obtaining this amount are attached.
11) **Median Income Ratio (%)** – This is a calculated field. Once you have input the household's income and the median income amount into the residential funding record, this ratio will calculate. Once you tab off the field, it will be properly formatted.
12) **Household Size** – include each person that resides in the home.
13) **SDRG Disbursement Amount** – the amount requested by the member for each household.
14) **Cumulative SDRG Funds** – The cumulative SDRG funds requested by the member. Please increase the sum in this column with each additional grant request.

Residential Funding Record

Name of Member:_____ FHFA ID#:_____

Applicant Name	Property Address	City	State	Zip Code	Parish	Member Employee	Annual Income	Median Income	Median Income Ratio %	Household Size	SDRG Disbursement Amount	Cumulative SDRG Funds
									0.00%			
									0.00%			
									0.00%			
									0.00%			
									0.00%			
									0.00%			
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									0.00%			
									0.00%			
									0.00%			

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Finding the Median Income for the Residential Funding Record

Follow these instructions to locate the median income to qualify a household:

1. On the following page, locate the row of the parish or MSA of the household. Only the parishes that qualify for a disaster grant are noted.

2. Locate the corresponding dollar amount by actual household size.

3. Input the located amount into the "Median Income Amount" column on the residential funding record.

4. Once you have input the household's income and the median income amount into the residential funding record, the median income ratio % will calculate. Once you tab off the field, it will change into the XXX.XX% format.

Parish	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Baton Rouge, MSA	$45,500	$52,000	$58,500	$64,900	$70,100	$75,300	$80,500	$85,700
Iberville	$39,000	$44,500	$50,100	$55,600	$60,100	$64,500	$69,000	$73,400
Tangipahoa	$36,000	$41,200	$46,300	$51,400	$55,600	$59,700	$63,800	$67,900
Acadia	$33,200	$38,000	$42,700	$47,400	$51,200	$55,000	$58,800	$62,600
Iberia	$34,600	$39,600	$44,500	$49,400	$53,400	$57,400	$61,300	$65,300
Lafayette, MSA	$46,500	$53,200	$59,800	$66,400	$71,800	$77,100	$82,400	$87,700
Vermilion	$39,300	$44,900	$50,500	$56,100	$60,600	$65,100	$69,600	$74,100
St. Tammany	$42,000	$48,000	$54,000	$60,000	$64,800	$69,600	$74,400	$79,200
Avoyelles	$32,900	$37,600	$42,300	$46,900	$50,700	$54,500	$58,200	$62,000
Evangeline	$32,900	$37,600	$42,300	$46,900	$50,700	$54,500	$58,200	$62,000
Jefferson Davis	$37,400	$42,800	$48,100	$53,400	$57,700	$62,000	$66,300	$70,500
St. Landry	$32,900	$37,600	$42,300	$46,900	$50,700	$54,500	$58,200	$62,000
Washington	$32,900	$37,600	$42,300	$46,900	$50,700	$54,500	$58,200	$62,000

In order to identify parishes in the two MSA's noted above, please see below.

The following parishes were identified as disaster areas and are in the **Baton Rouge, MSA:**

Ascension
East Baton Rouge
East Feliciana
Livingston
Pointe Coupee
St. Helena
West Feliciana

The following parishes were identified as disaster areas and are in the **Lafayette, MSA:**

Lafayette
St. Martin