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SECRETARY

**Clarence J. Snuggs**  
DEPUTY SECRETARY

February 1, 2013

Directive 2013-12

TO: All Participating Lenders

SUBJECT: CDA TO TABLE FUND ALL DSELP/PARTNER MATCH PROGRAM LOANS

In order to make the direct funding of DSELP/Partner Match Program loans a simple and uniform process, CDA will be table funding all DSELP/Partner Match Program loans, regardless of the first mortgage loan type (FHA, VA, RHS and conventional), closed on or after Thursday, February 7, 2013. This is a result of discussions with US Bank and the multiple suggestions and requests received from our participating lenders.

Attached is a revised **Attachment W Wire Instructions for DSELP/Partner Match Program loan funds** form to be completed for DSELP/Partner Match Program loans that have been approved in the "UW/Compl Review" stage. It is recommended that this form be e-mailed to [CDA\\_WireInstructions@dhcd.state.md.us](mailto:CDA_WireInstructions@dhcd.state.md.us) **three (3) business days** prior to the closing in order to have the funds on time for the closing. This information will be forwarded to our trustee who will wire the funds to the title company via the title company's checking account. If the information submitted is not completely accurate, the funding may be delayed. If the closing does not occur within 5 business days of the closing date noted in the Wire Instruction form, the funds must be returned to CDA. For auditing purposes, HUD requires proof that the DSELP/Partner Match Program loan was funded by CDA and therefore, the lender is required to include the following two documents in the purchase file submitted to US Bank:

1. **US Bank's Down Payment Assistance Funding Verification Form (USB 001)** with the name(s) of the borrower(s) and the US Bank Loan # completed; and
2. A copy of the **Money Transfer Incoming Detail Report (MTIDR)** or similar form from the depository that the funds were wired to. At a minimum, the MTIDR must include the date; amount of the DSELP/Partner Match Program loan; the beneficiary name (name of title company); the beneficiary bank name; sender name, address and bank name; and the bank to bank information (DSELP; DSELP loan #; and borrower name).

**Under no circumstances is the lender to provide their own funds at closing for any DSELP/Partner Match Program loans.**

As always, we appreciate your valuable participation in MMP. If you have any questions concerning this Directive or suggestions for improving our Program, please contact me directly at (410) 514-7508 or 1-800-638-7781 or by e-mail at [manahan@mdhousing.org](mailto:manahan@mdhousing.org).

Sincerely,

***William J. Manahan***

William J. Manahan

Assistant Director, Homeownership Programs

Single Family Housing

cc: **Attachment W Wire Instructions for DSELP/Partner Match Program loan funds (02/01/13)**

COMMUNITY DEVELOPMENT  
ADMINISTRATION  
DIVISION OF DEVELOPMENT FINANCE  
100 Community Place  
Crownsville, MD 21032

PHONE 410-514-7400

TOLL FREE 1-800-756-0119  
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