

AHP HOMEOWNERSHIP SET-ASIDE PROGRAM

Pre and Post Funding Documentation Requirements



The following is being provided to assist shareholders and other related parties in the submission of pre and post documentation requirements for units assisted with AHP Homeownership Set-aside Program funds. The information below includes documentation requirements for the following, but should not be considered a comprehensive list as other documentation might be required.

- I. Application Submission Documents
- II. Pre-funding Documents
- III. Post-closing Documents
- IV. Bank's prescribed counseling requirement
- V. Payoff Requests

I. APPLICATION SUBMISSION DOCUMENTS

Shareholders must upload the following documentation to FHLBAsap® for each unit requesting AHP subsidy:

PRODUCT TYPE	REQUIRED DOCUMENTATION
All Purchase Product Applications	<ul style="list-style-type: none"> • Intake Certification, complete and fully executed • Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed) • Income supporting documentation as outlined in the Income Documentation Requirements published on the FHLBank Atlanta's website http://corp.fhlbatl.com/files/documents/ahp-income-documentation-requirement.pdf • Other product specific documentation
Rehab Product Applications	<ul style="list-style-type: none"> • Intake Certification, completed and fully executed • Census Tract Verification (i.e. FFIEC geocoder website, appraisal (pages 1-3) or FEMA flood zone certification, if census tract is listed) • Income supporting documentation as outlined in the Income Documentation Requirements published on the FHLBank Atlanta's website http://corp.fhlbatl.com/files/documents/ahp-income-documentation-requirement.pdf • Pre-Work Certification, fully executed by all parties <p>Note: Shareholders must retain proposals, invoices and pre and post work inspection written reports including pictures for the scope of work as they may be requested at any time by FHLBank Atlanta.</p>
COVID-19 Structured Partnership Product	<p>Structured Partnership Product</p> <ul style="list-style-type: none"> ○ Documentation as defined by FHLBank Atlanta to participating federal, state, or local governmental or quasi-governmental entities

Community Partners Product
(The shareholder must submit VOE, pension statement, etc. that evidences the homebuyer is or was employed in one of the following professions

- **Educators:** An employee of an accredited or state-recognized private or public school; a certified teacher or administrator in an education agency; or an employee of a post-secondary level educational institution; or has retired as one of the above as may be determined at the Bank's sole discretion
- **Law Enforcement Officers, Firefighters, and First Responders:** An employee of a law enforcement agency or fire department administered by a state or local government; a sworn law enforcement officer responsible for crime prevention and detection, or criminal incarceration; a sworn member of a fire department involved in fire suppression or prevention, emergency medical response, hazardous materials incident response, or management/response to terrorism; any other first responder, such as an emergency medical technician; or has retired as one of the above as may be determined at the Bank's sole discretion
- **Health Care Workers:** A certified, accredited, or licensed health care worker who is a medical resident or fellow; a nurse, nursing assistant, pharmacist, pharmacy technician, physician's assistant, or medical technician, technologist, or therapist; an employee of an accredited or state-recognized medical or health care facility; or has retired as one of the above as may be determined at the Bank's sole discretion
- **Essential Worker:** Workers who are defined as "essential workers" in documentation published by the local or state governmental entity in which the project or unit is located

Documentation Requirements for the professions listed above:

- Fully completed written VOE signed by the employer or online VOE (i.e. Work Number) if paystub does not list employer name
 - Monthly statement for insurance, pension or annuity payments
 - Any other documentation considered acceptable by the Bank
- **Veteran:** Those that are currently serving in any branch of the US military, or including the National Guard or Reservist, spouses, as defined by the US Department of Veterans Affairs <https://www.va.gov/records/get-veteran-id-cards/vic/> or those that have been discharged from any branch of the US military with any status other than dishonorable
 - **Surviving Spouse:** A spouse of a veteran, and at least one of the descriptions below is true for the veteran as described by US Department of Veteran Affairs <https://www.va.gov/housing-assistance/home-loans/surviving-spouse/> At least one of these must be true. The veteran:
 - Is missing in action, **or**
 - Is a prisoner of war, **or**
 - Died while in service or from a service-connected disability and you didn't remarry, **or**
 - Died while in service or from a service-connected disability and you didn't remarry before you were 57 years old or before December 16, 2003, or
 - Had been totally disabled and then died, but their disability may not have been the cause of death (in certain situations)

Veteran Documentation Requirements:

- Copy of current orders showing duty posting in a conflict environment, for current active-duty personnel, **or**
- Military Service Record DD214, **or**
- Veterans ID card; **or**
- Use of VA Certificate of Eligibility "COE" (http://www.benefits.va.gov/HOMELoans/purchaseco_certificate.asp)
- A copy of one of the above, along with a Death Certificate for a surviving spouse application; **and**
- Any other documentation that may be determined acceptable at the Bank's sole discretion

*Alternatively, eligible individuals that are Gold Star eligible, including parents and children of a veteran.

Community Rebuild and Restore

- FEMA ID# required
- Repairs/defect must be associated with a “Major Disaster Declaration” areas or COVID-19-related disasters as designated by FEMA occurring no more than 24 months prior to the date of the application submission
- Repairs/defect scope of work cannot be associated with repairs covered under an insurance claim

II. PRE-FUNDING DOCUMENTS

Shareholders must upload the following documentation to FHLBAsap® for each unit requesting AHP subsidy:

Purchase Applications

Complete preliminary Closing Disclosure (CD) submitted at least **three (3)** days prior to closing that includes the following:

- ✓ All borrower(s), loan terms, subject property address, projected closing date, rate, APR, and lender
- ✓ AHP funds clearly identified as “FHLBank Atlanta or AHP Homeowner Assistance funds”
- ✓ Counseling fee of \$200 with Clear Point reflected as payee
- ✓ Minimum homebuyer(s) contribution of \$1,000
- ✓ Homebuyer’s maximum cash back at closing cannot exceed \$250
- ✓ Homebuyer’s Credit Counseling completion Certification

Acceptable POC(B)s include, but is not limited to:

Appraisal, Final Inspection (must be documented), Appraisal Review Fee, Credit Report, Earnest Money (can be gifted and documented with a standard Gift Letter), Due Diligence fees listed on the Closing Disclosure (CD), and Flood Certification Fee. Others may be acceptable as determined by the Bank in its sole discretion.

Rehab Applications

- Post-Work Certification, completed and fully executed
- Proof of Clear Point Counseling completion
- Proof of payment to Clear Point|A Division of Money Management International
- Other documentation, if applicable

Note: Shareholders must retain proposals, invoices and pre and post work inspection written reports including pictures for the scope of work as they may be requested at any time by FHLBank Atlanta.

III. POST-FUNDING DOCUMENTS

Shareholders must upload the following documentation to FHLBAsap® for each unit requesting AHP subsidy:

Purchase Applications	<p>Complete preliminary Closing Disclosure (CD) submitted at least three (3) days prior to closing that includes the following:</p> <ul style="list-style-type: none">✓ All borrower(s), loan terms, subject property address, projected closing date, rate, APR, lender,✓ AHP funds clearly identified as “FHLBank Atlanta or AHP Homeowner Assistance funds”✓ Counseling fee of \$200 with Clear Point reflected as payee✓ Minimum homebuyer(s) contribution of \$1,000✓ Homebuyer’s maximum cash back at closing cannot exceed \$250✓ Homebuyer’s Credit Counseling completion Certification <ul style="list-style-type: none">• Recorded retention document or executed retention and recording receipt showing the date and number of pages to be recorded• Other documentation, if applicable
Rehab Applications	<ul style="list-style-type: none">• Copy of check or wire transfer/instructions showing funds have been transferred to the Intermediary and/or Contractor• Recorded retention document or executed retention and recording receipt showing the date and number of pages to be recorded <p>Note: Shareholders must retain proposals, invoices and pre and post work inspection written reports including pictures for the scope of work as they may be requested at any time by FHLBank Atlanta.</p>

IV. CLEARPOINT, A DIVISION OF MONEY MANAGEMENT INTERNATIONAL PAYMENTS

The following is being provided to assist with making payments to Clear Point Credit Counseling Solutions. If you experience any questions regarding payments, please contact: Misty Martin at 877.585.8307 or via email at Misty.Martin@MoneyManagement.org

Payments to ClearPoint will only be accepted by check. Checks should be mailed to ClearPoint at the following address:

FHLB Payment Processing
14141 Southwest Freeway, Ste. 1000
Sugarland, TX 77478
Attn: Gilbert Lopez

V. PAYOFF REQUESTS

Payoff requests and foreclosure notices must be emailed to postclosing@fhlbatl.com before 3:00 p.m. Note: Payoff quotes turn-time is five (5) days from receipt.

Requests must include the following:

1. Executed homeowner's authorization to release
2. Preliminary Closing Disclosure (CD)
Note: Settlement Statement(s) acceptable only on purchase cash transactions or HELOCs
3. Mortgage statement(s) that include the principal and interest owed on the any superior liens good through the anticipated closing
4. Proof of capital improvements:
 - Provide documentation of the costs of any capital improvements made to the subject property. Examples may include, but are not limited to: HVAC Replacement; Exterior Painting; Electrical Upgrade; Roof Repair; Windows; Driveway/Sidewalks; Doors, etc.
 - Provide receipts, bank statements, and/or cancelled checks to evidence improvements were paid by the homeowner
5. Additional documentation may be requested at the discretion of the Bank

READ - Important Notices:

- The closing agent is responsible for collecting any fees associated with the recording of the release/satisfaction of the AHP lien on behalf of the homeowner.
- **When the final executed Closing Disclosure (CD) is emailed to postclosing@fhlbatl.com, the wiring instructions will be provided. WE DO NOT ACCEPT CHECKS.**
- Please contact the lender that appears on the recorded AHP Deed of Trust/Mortgage, or other Security Instrument for the following:
 - Satisfactions/Lien Releases
 - After payoff request is completed by the Bank
 - Liens that matured 5 years ago and satisfactions are required
 - Subordination
 - Refinancing or HELOC
(Borrowers have the option to request a subordination from the lender on record)

FHLBank Atlanta is NOT a mortgage lender and does NOT service mortgage loans. Therefore, FHLBank Atlanta does NOT have the ability to release or satisfy AHP Deed of Trusts/Mortgages or any other Security Instruments.