



ATLANTA  
NEIGHBORHOOD  
DEVELOPMENT  
PARTNERSHIP, INC.

Building the region's future,  
neighborhood by neighborhood

# ANDP FHLB DPA PROGRAMS

*2026 Launch & Program Guidelines*

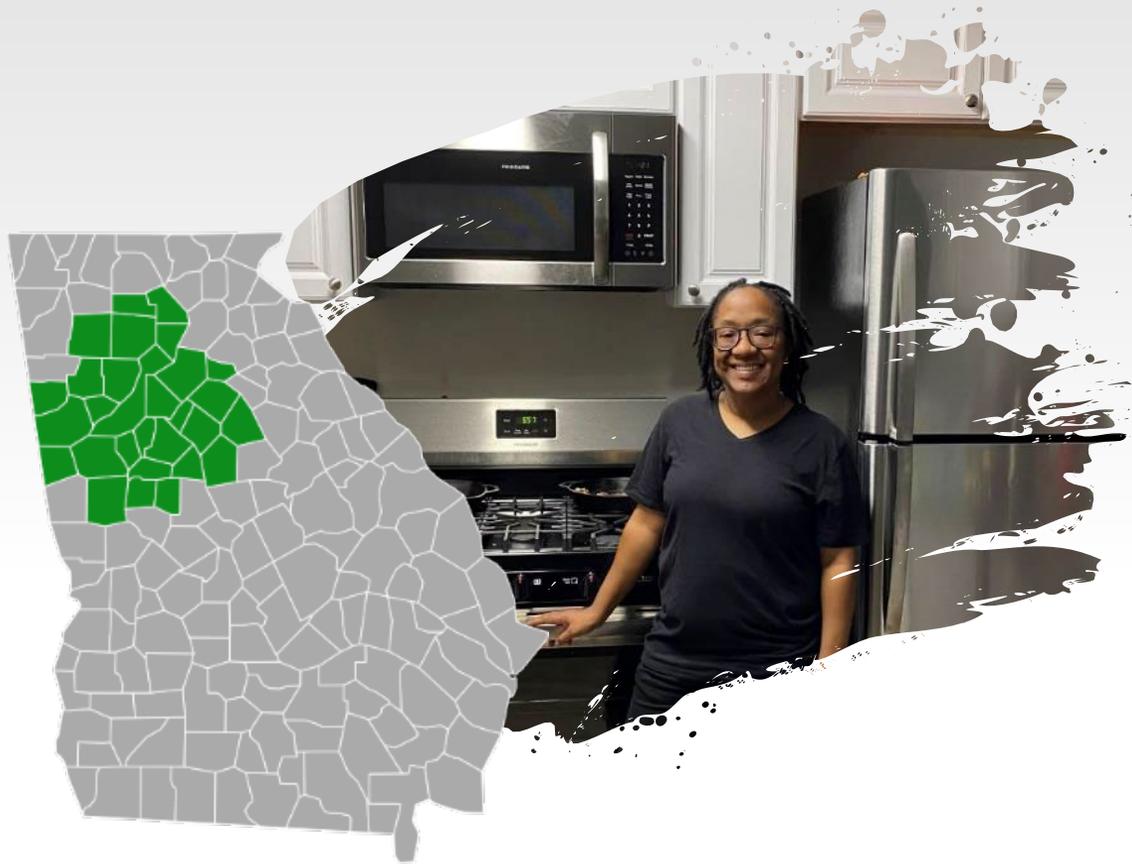
*Visit [www.andphomes.org/FHLB2026](http://www.andphomes.org/FHLB2026) to view training videos from FHLB and ANDP on these programs.*

# HOUSEKEEPING & OTHER NOTES

- Slides will be available at [www.ANDPHomes.org/fh1b2026](http://www.ANDPHomes.org/fh1b2026)
- Ask questions in the Q&A window.
- Session is being recorded and will be posted at link above.

# About ANDP

ANDP develops, finances and advocates for affordable housing at scale that promotes racial equity and healthy communities where families thrive.



## Advocacy/Community Engagement

- 500+ Neighborhood Leaders Trained
- Participants: Nationally recognized, engaged in policy and community transformation

## Lending

- Capital for development of affordable housing and other community development facilities

## Down Payment Assistance

- Providing critical resources for low- and moderate-income families to achieve homeownership

## Development of Affordable Housing

- Single-Family
- Multifamily



# Today's Topics:

## ANDP/FHLBank Atlanta DPA Programs

- Program Overview
- Eligibility Guidelines & Income Calculations
- Program Updates
- Workflow
- How To Be Successful
- Helpful Resources
- Q&A

### ANDP

- Sara Haas, FHLB Member Contact

### NeighborWorks Columbus

- Lisa Joseph, Director of Lending
- Nonie Milner, FHLB Submitter
- Shadonna Woodcock, FHLB Approver

# ROLES & RESPONSIBILITIES

## ANDP

- Member Institution
- Program Oversight
- Send the wires
- Partner with NeighborWorks Columbus (NWC)
- Compliance
- FHLB Contact

## NWC

- Receive Applications
- Verify Qualification
- Package & Send App to FHLBank Atlanta
- Execute through stages
- FHLB Contact

## Lender

- Lender applies on behalf of buyer
- Submit complete package
- Lead communication with buyer
- **Responsible for compliance through post-closing**

**Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)**



# PROGRAM AND PROCESS

## HOMEOWNERSHIP PROGRAM OVERVIEW

### AHP Homeownership Set-aside Program



**First-time Homebuyer**  
(up to \$17,500)



**Community Partners**  
(up to \$20,000)



**Community Rebuild and Restore**  
(up to \$25,000)

### Availability



Each member is limited to **\$750,000** in funds during an annual offering period



**\$17,500 – \$25,000** available to eligible low- to moderate-income homebuyers(s)

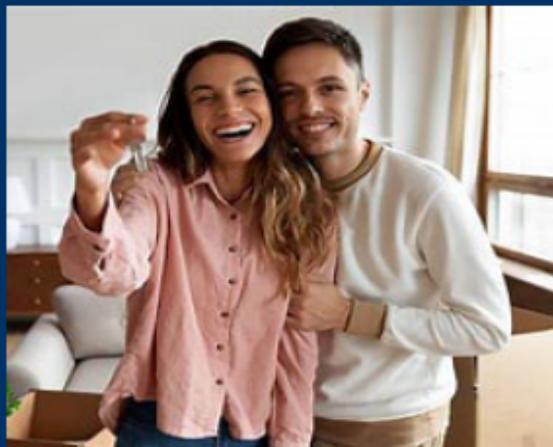


**Funds can be used for:**

- Reducing principal
- Assisting with down payment, closing costs, and rehabilitation costs (including purchase-rehab like a 203K)

## HOMEOWNERSHIP PROGRAMS

# Workforce Housing Plus+



**First-time or Non First-time Homebuyer  
(up to \$15,000)**

### Availability



Each member is limited to **\$500,000** in funds during an annual offering period



**\$15,000** available to eligible households with incomes at 80.01- 120% AMI



Funds can be used for:

- Reducing principal
- Assisting with down payment, closing costs, and rehabilitation costs (including purchase-rehab like a 203K)

# ANDP/FHLB Application

- Invitation only application
- Enhancements:
  - Start, stop, save, return to finish later
  - Multiple applications can be managed at one time
  - Progress tracker
  - In app communication to reduce email traffic
- **No longer accepting personally identifiable information via email.** All required documentation will be uploaded in specific fields (no longer one field to upload all documents). This includes any follow-up docs requested by ANDP or FHLB to clarify items/issues.
- **Application site will open Monday, March 2<sup>nd</sup>.**

**Video Tutorial on  
Application Site  
posted at  
<https://www.andphomes.org/fhlb2026>**

# BEFORE YOU START

- Review the ANDP FHLB Guidebook
- Review the FHLB Atlanta Income Documentation Guide
- Watch the recorded FHLB Atlanta webinar, available here:
  - <https://corp.fhlbatl.com/resources/2026-fhlbank-atlanta-homeownership-programs-webinar-loan-officers-and-realtors/>

# ANDP FHLB DPA PROCESS

Lender applies for DPA on Behalf of the buyer.

- Online ANDP Application and ALL required documentation.
- Closings can be no sooner than **45** days from submission of a correct and complete application.

ANDP and NWC review the application for eligibility, accuracy and completion.

- Allow 10 business days for this review, based upon volume.

**NEW**

If errors are identified, or missing documentation is noted, the application will be rejected and will require resubmission.

- This will put your application back into the queue, which will delay processing.

If eligible, accurate and complete, application is submitted to FHLB.

FHLB Reviews Documentation – additional follow up may be required.

- Allow 10 business days for this review, which is subject to additional time based on volume.

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)

# ANDP FHLB DPA PROCESS

If approved by FHLB, ANDP will send a conditional commitment letter which outlines required pre-funding steps.

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)

During the pre-closing process

- The lender submits a preliminary CD – **which must then match the final CD.**
- Your buyer must complete counseling with the FHLB designated provider.
- And any other items noted in your CC letter.

Prefunding documents will be submitted to FHLB Atlanta for approval.

- Once approved, FHLB will notify ANDP of funding approval.
- ANDP will wire funds per provided instructions.

Homebuyer must close within ten days of the closing date on the Preliminary CD.

**NEW**



- **The FINAL CD must be submitted by the closing attorney prior to closing for final approval to release funds.**
- Any delays in closing must be communicated to ANDP.

# Sample Conditional Commitment Letter

The email sent to lender with the CC letter MAY also contain additional conditions that need to be met. Read BOTH the email and the attached letter.

Congratulations!

FHLB has conditionally approved your application:

**Very Important: Provide documents listed below at least 7 Business Days Before Closing:**

- Closing date must be 7 calendar days out - **No exceptions**
- Fully prepared preliminary closing disclosure that lists the same closing and disbursement dates, seller information, lender information, the line item for counseling, and the line items for FHLBank Atlanta funds and complete all pages including the loan calculations.
- Homebuyers must close within 10 calendar days or funds will be returned to FHLB which also cancels the application – **No exceptions.**
- No fees should be charged to FHLB.
- FHLB DPA cannot be used to pay off any debt.
- If there are gift funds, they must be on the prelim CD as well as the final CD. All funds must be used and cannot be given back to the borrower(s). You will have to either restructure your loan or do a principal reduction.
- Certificate of Counseling Completion from FHLBank Atlanta designated provider and the provider invoice. **Please see below.**
- Counseling fee of \$275 with the name of the counseling provider reflected as a payee (Section H. Line 1)
- AHP homeowner assistance funds are identified as “FHLBank Atlanta” (Section L. Under adjustments needs to state – FHLB Atlanta- **SECONDARY FINANCING IS NOT ACCEPTABLE**)
- The borrower must contribute \$1,000.00 or more toward the purchase transaction.
- Borrower cannot receive no more than 250.00 cash back at closing.
- Attorney wire instructions
- The underwriter's final transmittal / 1008

Please have the borrower call the **Bank-prescribed counseling provider** to schedule an appointment for the homebuyer-required counseling session via the contact information below:

**Post Closing within 10 days** - Closing Attorney uploads to the application portal:

- Final Executed CD – **which MUST match approved preliminary CD.**
- Executed Deed of Trust and Note
- Closing Attorney Checklist
- Proof of payment (Cleared Check or proof of Wire) for counseling payment (As soon as received)

**Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)**

Post Closing - Closing Attorney Sends via Fed Ex to ANDP:

- Original Recorded Deed
- Original Note

Post Closing

- **Lenders are responsible for all post-closing document submissions via email and Fed Ex.**

# PROGRAM GUIDANCE



# KEY GUIDANCE

## ROLES AND RESPONSIBILITIES

Lenders may not contact FHLB Atlanta directly and instead are required to communicate via ANDP and NeighborWorks Columbus as the FHLB members, per FHLB Requirements.

Lenders are ultimately accountable for all files being completely and correctly submitted through Post Closing.

## LENDER PARTICIPATION REQUIREMENTS

Lenders and processors must confirm (via signature) participation in the FHLB provided webinar via recording or live viewing.

Lenders must review and confirm understanding and compliance with the FHLB AHP Implementation Plan AND Workforce Housing Plus Program Guidebook.

The ANDP FHLB DPA program will operate with a two strike rule. Each compliance issue will be documented; two instances of non-compliance will result in removal from the ANDP FHLB DPA Program.

**Exception:** Failure to secure approval for any changes to a CD after approval of the preliminary CD will result in immediate removal of access to FHLB DPA through ANDP.



# KEY GUIDANCE

**Incorrect** or **Incomplete** applications will be **rejected**, requiring resubmission after corrections are made. This will delay application processing.

## **Income Calculation:**

The Bank's income calculation methodology **utilizes current circumstances** to determine the annual household income.

Annual income is based on gross earnings. Income documentation must include any bonuses and overtime, even if just one-time

Income documentation must be dated within 30 days at intake

## **ELIGIBLE USE OF FUNDS**

Down payment, closing cost, counseling, or rehabilitation assistance in connection with the purchase or **purchase/rehabilitation of an existing unit.**

**Funds** may not be used to pay down debt.

## **What fees can be charged in association with FHLB DPA programs?**

The only allowable fees associated with FHLB DPA programs are the Homebuyer counseling fee for the FHLB required provider and recording fees.

# KEY GUIDANCE

## Reasonable Costs

The origination charges for the assisted unit associated with the AHP subsidy **shall not exceed three (3) percent of the first mortgage loan amount.**

**Discount points are not allowed to be paid by the borrower.**

## Can payoffs be included on a CD?

The funds can be used for downpayment assistance, closing costs and to assist with reducing principal. If such debt is required to be paid-off at closing as a condition of the first mortgage loan approval, then this is allowed to be shown on the CD.

## Can FHLB DPA be used to buy down the interest rate?

Households shall use the AHP direct subsidies to pay for down payment, closing cost, counseling, or rehabilitation assistance in connection with the household's purchase or rehabilitation of an owner-occupied unit.

Based on the Reg. citation a buy down would fall under item (5) *Financing Costs*. Therefore, **it is not eligible** to be used in conjunction with AHP or WHP+ funds.

# KEY GUIDANCE

- **PRELIMINARY AND FINAL CDS**

- Preliminary CDs should not change after approval without notifying ANDP.
- If FINAL CDs require changes from approved preliminary CDs, you must submit for approval.
- **Closing Attorneys must submit the FINAL CD on the day of closing** for approval before funds will be released.
- Failure to receive approval of any changes to a FINAL CD will result in removal of access to FHLB DPA through ANDP.

# Frequently Asked Questions

Are funds available?

- Always check [www.andphomes.org/dpa](http://www.andphomes.org/dpa)

Does FHLBank Atlanta allow layering with other DPA sources?

- Yes.

Can FHLBank Atlanta funds take third position (i.e. behind other DPAs?)

- Yes.

Are there maximum Debt-to-Income requirements?

- No.

My client is already taking a homebuyer education course. Do they still need to take the Money Management or Credit.org course?

- Yes, after they receive a commitment letter.

Is there a minimum credit score?

- Credit scores and ratios are set by the participating lenders.

# Frequently Asked Questions

## **If a borrower is buying with a non-occupant co borrower, can they still qualify?**

- Yes, but that individual must disclose any funds they will be contributing to the monthly home payments on the Non-Occupant Certification in the Homebuyer Intake Certification Form. If they are contributing to the down payment or any other income to the borrower, that needs to be disclosed as well.

## **Is there a maximum sales price?**

- No. But the household income limit will naturally limit the cost of the home that the buyer can afford. We encourage following the 30% Rule, in that housing costs should be no more than 30% of household income.

## **Is there a max asset test or max homebuyer contribution?**

- No, FHLBank Atlanta does not have a cap on the amount of assets the potential homeowner has; however, we require that you review 2 months bank statements to determine if there is income earned from assets.

# TIMING NOTES:

- ✓ Closing date: No sooner than 45 calendar days from submission.
- ✓ Day count above does not include holidays.
- ✓ Applications will be reviewed as they are **CORRECTLY** and **COMPLETELY** submitted before sending to FHLBank Atlanta. Applications with errors or missing information will be rejected.
- ✓ Failure to submit a complete file **WILL DELAY** your application beyond the dates above.
- ✓ No applications will be processed after 2:00 p.m. each day.
- ✓ No applications will be processed on Fridays.

# TIMING NOTES:

- ✓ Two-Strike Rule will be enforced in 2026.
- Regarding application discrepancies: after the 2<sup>nd</sup> material discrepancy, the lender will be ineligible to submit additional applications for the remainder of the funding period.
- Exception: Changes made to a Final CD without approval will result in removal of access to FHLB DPA through ANDP.

# Common Issues

- Incomplete Packages
- Number of dependents and/or non-occupant co-borrower information does not match the 1003 and intake certification
- All sources of income are not included
  - Overtime is not calculated correctly
  - Child support is not included on the 1003
    - Proof of child support is not included
  - You must disclose any monetary gifts received by the borrower
- VOE
  - More than 30 days old
  - VOE from LOS System not signed by the lender
  - If the VOE is from the Work Number, you must also submit 60 days of pay stubs
- New Construction – Requires an appraisal for FHLB Submission
- Tax Returns – Self Employed Income
  - Not Signed
  - Tax consent not provided

# Common CD Issues

- Origination fee is higher on the Final CD than on the approved Preliminary CD
- Points cannot exceed 3%
- The Closing date must be at least 7 days from receipt of the Preliminary CD
- Closing and Disbursement Dates must match
- Property, Borrower, Seller and Loan information must be complete
- **You cannot charge a fee for the FHLB DPA**
- **The CD must have the correct title for HBE Counseling and FHLB Atlanta**
- The borrower cannot receive more than \$250 cash back
- The borrower must contribute at least \$1000
- IF there are gift funds, they must be on both the preliminary CD and the final CD
  - All gift funds must be used – it cannot be given as cash back.
- You must complete all sections
  - Cash to close
  - Additional information about this loan
  - Contact information
  - Loan Calculations
- **Preliminary CD and Final CD MUST MATCH**

# Common Issues

- Financing and Mortgages Form
  - Calculations are incorrect
  - All sources of DPA are not included
  - The borrower must contribute at least \$1000
- Year to Date Profit and Loss statements need real dates (Example: January 1, 2025 to July 31, 2025)
- Intake Certification- If there is a non-occupant co-borrower monthly contribution cannot be blank. If zero is the contribution put zero
- All final conditions should be submitted in one complete package
- The closing attorney checklist must be followed
- Please check that wiring instructions are accurate before sharing
- Notifications
  - We must be notified when a closing date changes
  - We must be notified when the loan amount for the 1<sup>st</sup> mortgage changes
  - The Loan must be cleared to close before final conditions are sent to us.
- Post Closing
  - Post Closing emailed and Fed Ex'd documents must be submitted in a timely fashion
  - Retention documents must be executed on the closing date – all dates must be the same.

# REMINDER

## PLEASE REVIEW THE FHLB PROGRAM GUIDELINES FOR A COMPLETE LIST OF REQUIREMENTS AND DOCUMENTS

- AFFORDABLE HOUSING PROGRAM INTAKE CERTIFICATION
- WORKFORCE HOUSING PLUS INTAKE CERTIFICATION
- FHLB INCOME GUIDE
- FHLB RECORDED WEBINAR – LOAN OFFICERS AND REALTORS

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)



# APPLICATION PORTAL

# QUESTIONS