

ANDP Homes

ANDP FHLBank Atlanta Down Payment Assistance Program

PROGRAM GUIDELINES AND FAQs

Revised February 27, 2026



ATLANTA
NEIGHBORHOOD
DEVELOPMENT
PARTNERSHIP, INC.
Building the region's future,
neighborhood by neighborhood

(Revised February 2026)

PROGRAM & PRODUCT GUIDELINES

Funds for this program are made possible by ANDP's status as a member institution of Federal Home Loan Bank of Atlanta. These DPA funds can be used to purchase an ANDP home, or a non-ANDP home.

ANDP's FHLB Atlanta DPA Program is an invitation only program.

FHLB ATLANTA DPA PROGRAM GUIDANCE

Find a list of all required forms within the ANDP FHLB DPA Application (Available only via invitation) and on our website.

All participating lenders and their teams must review this guide, the ANDP FHLB DPA Webinar and PowerPoint, and FHLB Materials including the Income Guide and Training Webinar and PowerPoint for all official program guidance. Should there be a conflict in any materials, FHLB Atlanta produced documents will have final authority.

All links are available on our website at: <https://www.andphomes.org/fhlb2026>

FHLB ATLANTA DPA PROGRAMS OFFERED THROUGH ANDP

ANDP FHLB DPA Programs are offered as invitation only opportunities.

AVAILABLE FOR HOUSEHOLDS AT 80% AMI OR BELOW:

First-Time Homebuyer – Up to \$17,500 - The First-time Homebuyer Product (FHP) provides \$17,500 in funds for the down payments and closing costs of first-time homebuyers and anyone who has not owned a principal residence in the past three years. This product has a five year retention requirement; DPA is forgiven prorate over a five year period.

Community Partners – Up to \$20,000 - Provides up to \$20,000 in down-payment and closing-cost funding to current or retired employees of law enforcement, education, health care, fire stations and other first responders; veterans or active-duty members of the U.S. military or their surviving spouse. This product has a five year retention requirement.

AVAILABLE FOR HOUSEHOLDS AT 80.01% - 120% AMI:

Workforce Housing Plus – Up to \$15,000 – The Workforce Housing Plus product provides up to \$15,000 in funds for the down payments and closing costs of homebuyers with income at above 80% AMI but below 120% AMI. This product does not have retention requirements.

FHLBank Atlanta DPA can be layered with other DPA programs offered by other organizations and agencies.

Overview of Process and Timeline

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.

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.

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



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.
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Prefunding documents will be submitted to FHLB Atlanta for approval.

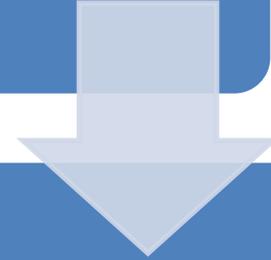
- Once approved, FHLB will notify ANDP of funding approval.
 - ANDP will wire funds per provided instructions.
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Homebuyer must close within ten days of the closing date on the Preliminary CD.

- **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.

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)



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.**

AHP PRODUCT OVERVIEW AND GUIDELINES

- At the time of each application submission and at closing by the member to the Bank, the homebuyer or the **households must have incomes at or below 80 percent of AMI, adjusted for family size.**
- A homebuyer/homeowner must be the **owner-occupant of the home** purchased and/or rehabilitated with AHP Homeownership Set-aside Program fund.
- Borrowers must complete homebuyer counseling program provided by an FHLBank Atlanta designated counseling provider.
- Borrowers must execute an AHP Homeownership Set-Aside Program Note and Security Instrument for a five-year retention period.
- Borrower must contribute at minimum \$1000 towards the eligible product transaction.
- Borrower can receive no more than \$250 cash back.
- **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.**
- All loans, interest rates, fees, points, and any other charges for all loans, made in conjunction or association with the Bank's AHP must comply with all applicable state and federal regulations and may not exceed a reasonable market rate for loans of similar maturity, terms, and risk.

The following additional eligibility requirements also apply:

- Fixed-rate mortgages are eligible
- Fully amortizing mortgages are eligible
- Adjustable-rate mortgages are eligible with certain parameters:
 - Minimum five (5) year term
 - Member qualifies customers based on cap rate or "impact" period (to avoid payment shock if a high rate environment exist during rate reset period); and
- Negative amortization loans are not eligible
- Balloon mortgages that have minimum ten (10) year balloon end date
- Interest-only or pay option loans are not eligible

4.4 PRODUCT OVERVIEW

A. Purchase Products

Product Name	First-time Homebuyer Product <i>Funds for the purchase of a home by a first-time homebuyer</i>	Community Partners Product <i>Funds for the purchase of a home by homebuyers employed in any of the following professions: currently employed or retired: law enforcement officers, educators, health care workers, firefighters, voluntary firefighters, and other first-responders, Veteran or Surviving Spouse</i>
Available Subsidy	\$17,500	\$20,000
Eligible Borrowers	See definition of First-time Homebuyer under Definitions	See definition of Community Partner Eligible Borrower under Definitions
Eligible Use of Funds	Down payment, closing cost, counseling, or rehabilitation assistance in connection with the purchase or purchase/rehabilitation of an existing unit	
Eligible Geographic Area	Within the United States or its territories	
Eligible Properties	<ul style="list-style-type: none"> • Owner-occupied 1-4 family properties • Townhouses • Condominiums • Cooperatives • Manufactured housing deeded as real estate 	
Occupancy Type	Primary residence	
Income Eligibility	Household income must be equal to or less than 80 percent of HUD median income, adjusted for family size	
Borrower Minimum Contribution	\$1,000	
Maximum Cash Back to Homebuyer at Closing	\$250	

C.AHP HOMEOWNERSHIP SET-ASIDE PROGRAM DOCUMENTATION REQUIREMENTS

	Purchase
Application	<ul style="list-style-type: none"> • Intake certification • Census tract verification • <u>Income documentation</u>, as listed on the Bank's website • Anticipated closing date • Such other documents as may be required by the Bank, including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements
Pre-funding	<ul style="list-style-type: none"> • Closing Disclosure (CD) based on Truth in Lending guidelines and reflecting the AHP funds • Proof of completion of the Bank-prescribed counseling session • Such other documents as may be required by the Bank, including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements

Post-funding	<ul style="list-style-type: none"> • Final executed Closing Disclosure (CD) or with proof of acknowledgement based on Truth in Lending guidelines and reflecting the AHP funds, homebuyer's minimum contribution, and no more than \$250 back at closing and counseling fee • AHP Homeownership Set-aside executed retention documents • Such other documents as may be required by the Bank, including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements
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TIME LIMITS

Commitment Expiration – Purchase

Upon the Bank's issuance of a conditional commitment, funding will be reserved for 45 calendar days.

Extension(s) to the Commitment Expiration may be granted upon the request by the member at the Bank's sole discretion.

Use of Funding Deadline – Purchase

A member must use all Workforce Housing Plus+ Program funds for approved purposes within ten (10) business days of the projected closing date, as shown in the preliminary Closing Disclosure (CD) submitted at the time the funding is requested.

An extension to the Funding Deadline may be granted upon request by the member at the Bank's sole discretion.

WORKFORCE HOUSING PLUS PRODUCT OVERVIEW

- At the time of each application submission and at closing by the member to the Bank, **the homebuyer or the household must have an income at 80.01 to 120.00 percent of AMI, adjusted for family size.**
- A homebuyer must be the **owner-occupant** of the home purchased with Workforce Housing Plus+ Program funds.
- Borrowers must complete homebuyer counseling program provided by an FHLBank Atlanta designated counseling provider.
- Borrower must contribute at minimum \$1000 towards the eligible product transaction.
- Borrower can receive no more than \$250 cash back.
- **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.**
- All loans, interest rates, fees, points, and any other charges for all loans, made in conjunction or association with the Bank's AHP must comply with all applicable state and federal regulations and may not exceed a reasonable market rate for loans of similar maturity, terms, and risk

The following additional eligibility requirements also apply:

- Fixed-rate mortgages are eligible
- Fully amortizing mortgages are eligible
- Adjustable-rate mortgages are eligible with certain parameters:
 - Minimum five (5) year term
 - Member qualifies customers based on cap rate or "impact" period (to avoid payment shock if a high rate environment exist during rate reset period); and
- Negative amortization loans are not eligible
- Balloon mortgages that have minimum ten (10) year balloon end date
- Interest-only or pay option loans are not eligible

3.4 WHP+ PRODUCT OVERVIEW	
Product Name	Workforce Housing Plus+ Program Downpayment assistance program to address current and emerging needs within the Bank's district to assist households that are between 80.01 and 120.00 percent of the area median income of AMI, adjusted for family size, that are first-time or non-first-time homebuyers for the purchase of a primary residence.
Available Subsidy	\$15,000
Eligible Borrowers	First-time homebuyers Non-first-time homebuyers
Eligible Use of Funds	Down payment, closing cost, or counseling in connection with the purchase of an existing unit
Eligible Geographic Area	<u>Within Bank's district only:</u> AL, DC, FL, GA, MD, NC, SC, VA
Eligible Properties	<ul style="list-style-type: none"> • Owner-occupied one to four family properties • Townhouses • Condominiums • Cooperatives • Manufactured housing deeded as real estate
Occupancy Type	Primary residence
Income Eligibility	Household income must be equal 80.01 percent to 120.00 percent of HUD median income, adjusted for family size.
Borrower Minimum Contribution	\$1,000
Maximum Cash Back to Homebuyer at Closing	\$250

WORKFORCE HOUSING PLUS DOCUMENTATION REQUIREMENTS

	WHP+
Application	<ul style="list-style-type: none"> • Intake certification • Census tract verification • Income documentation, as listed in section 3.6 of this Program Guidebook • Anticipated closing date • Such other documents as may be required by the Bank including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements.
Pre-funding	<ul style="list-style-type: none"> • Complete preliminary Closing Disclosure based on Truth in Lending guidelines and reflecting the FHLBank Atlanta funds, homebuyer's minimum contribution, and no more than \$250 back at closing and counseling fee • Proof of completion of the Bank-prescribed counseling session • Such other documents as may be required by the Bank including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements.
Post-funding	<ul style="list-style-type: none"> • Within 20 business days from the disbursement of funds – Final executed Closing Disclosure or with proof of acknowledgement based on Truth in Lending guidelines and reflecting the FHLBank Atlanta funds, homebuyer's minimum contribution, and no more than \$250 back at closing and counseling fee • Such other documents as may be required by the Bank including but not limited to documentation to enable the Bank to conduct required fair lending analysis pursuant to 12 CFR 1293 et.seq, including program geographies and eligibility requirements.

TIME LIMITS

<p>Commitment Expiration – Purchase Upon the Bank's issuance of a conditional commitment, funding will be reserved for 45 calendar days. Extension(s) to the Commitment Expiration may be granted upon the request by the member at the Bank's sole discretion.</p>
<p>Use of Funding Deadline – Purchase A member must use all Workforce Housing Plus+ Program funds for approved purposes within ten (10) business days of the projected closing date, as shown in the preliminary Closing Disclosure (CD) submitted at the time the funding is requested. An extension to the Funding Deadline may be granted upon request by the member at the Bank's sole discretion.</p>

ANDP FHLB DPA FAQs

ROLES AND RESPONSIBILITIES

1. 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.
2. Lenders are ultimately accountable for all files being completely and correctly submitted through Post Closing.

LENDER PARTICIPATION REQUIREMENTS

1. Lenders and processors must confirm (via signature) participation in the FHLB provided webinar via recording or live viewing.
2. Lenders must review and confirm understanding and compliance with the FHLB AHP Implementation Plan AND Workforce Housing Plus Program Guidebook.
3. 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.
 - a. **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.

INCOME

1. Income Calculation:

- a. The Bank's income calculation methodology **utilizes current circumstances** to determine the annual household income. Current circumstances include the composition of the household (i.e., total annual income and total household size) at the time of enrollment into the applicable AHP program. For all income sources, we must consider the current circumstances, the household member is receiving the income (whether small or not) at the time of the application submission and there is an indication that he/she will continue to receive it, we are to include it.

FHLBank Atlanta will use Jan 1 as the start date to calculate the AMI.

In scenarios where the income source is from wages (Base/hourly pay, overtime, bonuses, commissions, shift differential, incentive pay, etc.), the following income documentation is required (please refer to the AHP Income Documentation Requirements for further details):

Thirty (30) days of current and consecutive income that include pay periods for the current year must be documented.

The Verification of Employment (VOE) is the preferred document to confirm the income.

Note: The verification of employment must address overtime, additional pay, bonus, frequency of bonuses, if employment is seasonal, etc.

OR,

Sixty (60) days of current and consecutive paystubs that include pay periods for the current year.

OR,

Ratified employment offer letters that list a start date and salary amount, if applicable.

- b. Note: income sources such as one-time occurrences not identified as such a paystub must be documented by the employer in the form of a fully completed, written, executed VOE.
- c. You can also refer to income documentation requirements at www.andphomes.org/fhlb2026.
- d. FHLB calculates projected income utilizing year-to-date totals from paystubs or VOEs. They do not use W-2s.
- e. Utilize the [FHLB Income Calculator](#) to confirm income eligibility.

2. If a borrower anticipates an income increase that will occur after the home sale and associated DPA closes, will this be considered in their income calculation?

- a. The Bank's income calculation is described within the AHP Income Documentation Requirements states that our methodology utilizes current circumstances to determine the annual household income at the time of the application submission. We do not consider the income changes after the AHP funds are disbursed as we don't monitor the loan. However, if you discover the income changed upon submitting the application and prior to disbursement, we expect that you would report it and provide the income documentation along with appropriate explanations.

The Bank's income calculation methodology utilizes current circumstances to determine the annual household income. Current circumstances include the composition of the household (i.e. total annual income and total household size) at the time of enrollment into the applicable AHP program.

All sources of household income must be disclosed to the Bank for any individual occupying the subject property. Income documentation must be submitted to the Bank via FHLBAsap® for AHP Homeownership Set-aside and via AHPBuild® for AHP General Fund.

3. What a borrower gets a new job?

- a. Please submit ratified employment offer letters that list a start date and salary amount, if applicable.

4. If an applicant is pregnant, does the child count as a HH member at time of application?

- a. Yes, if the applicant or household member is expecting we will count the unborn child as a household member.

Please be reminded that the household size must be accurately disclosed on the AHP intake certification.

5. How is rental income from a multi-unit property considered?

- b. A three-unit purchase is acceptable on the condition that the borrower qualifying for FHLB grant must occupy one of the units as their primary residence. That one (1) unit to be occupied as primary residence, the household size in that unit only counts. Tenants in the other units are not eligible to be counted as household members for the primary residence receiving FHLB grant. The tenants are not her/ his family members nor are they living with him/her in the unit he/she is occupying to qualify for the FHLB grant. The potential future rents from the other units can be useful if the seller provides the current leases of the units to demonstrate the continuity of the existing tenants and the duration of their current leases whether yearly or month to month. The rents of the existing tenant have not been received by the potential borrower and should not be relied upon to calculate the borrower's current income. A rental income must be shown on the tax returns for two years (schedule E) for it to be counted as rental income for a borrower.

SELF-EMPLOYED GUIDANCE

1. FHLB has updated guidance for self-employed buyers – please ensure you are submitting documents per the below:

- One year of Tax Returns.
- The 1084 needs to be:
 - Signed, dated and include legible name and title of the 1st mortgage underwriter. **This is required.**
 - If **electronically** signed, provide the e-documentation certification as required when submitting electronically signed documents.
 - Include the annual or monthly income calculation as determined by the underwriter.
 - Underwriters must use FHLB Compliance Income for the FHLB Application.

Other scenarios:

- Self Employed - how many years need to be disclosed on the 1084. We will rely on the 1st mortgage requirements.
- If intake shows they have been in business for more than 2 years and we only receive a 1 year Cash Flow Analysis on the 1084, provide the reason the underwriter only included 1 year vs 2
- Self Employed and in in business since 2023, have not filed tax returns in 2024. The underwriter to still provide a 1084 using the P&L, covering 1 year.

ELIGIBLE USE OF FUNDS

1. Down payment, closing cost, counseling, or rehabilitation assistance in connection with the purchase or **purchase/rehabilitation of an existing unit.**
2. **Funds** may not be used to pay down debt.

CD COMPLIANCE

1. FHLB DPA must be labeled as **FHLBank Atlanta** with the fully awarded amount noted.
2. Lenders are responsible for reviewing preliminary CDs prior to submission.
3. The one-hour HBE Counseling fee must be accurately labeled on the CD for the correct provider as dictated on your conditional commitment letter.
4. The Final CD Must be provided prior to closing before funds may be released by the closing attorney.
5. The Final CD MUST match the approved preliminary CD. Failure to secure approvals prior to changes made to the Final CD will result in removal from the ANDP FHLB program.

POINTS AND FEES

1. 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.

(b) **Prohibited uses of AHP subsidy.** AHP subsidy may not be used to pay for:

(1) **Certain prepayment fees.** Prepayment fees imposed by a Bank on a member for a subsidized advance that is prepaid, unless:

- (i) The project is in financial distress that cannot be remedied through a project modification pursuant to [§ 1291.29](#);
- (ii) The prepayment of the subsidized advance is necessary to retain the project's affordability and income targeting commitments;
- (iii) Subsequent to such prepayment, the project will continue to comply with the terms of the approved AHP application and the requirements of this part for the duration of the original retention period;
- (iv) Any unused AHP subsidy is returned to the Bank and made available for other AHP projects or households; and
- (v) The amount of AHP subsidy used for the prepayment fee may not exceed the amount of the member's prepayment fee to the Bank;

(2) **Cancellation fees.** Cancellation fees and penalties imposed by a Bank on a member for a subsidized advance commitment that is canceled;

(3) **Processing fees.** Processing fees charged by members for providing AHP direct subsidies to a project; or

(4) **Reserves and certain expenses.** Capitalized reserves, periodic deposits to reserve accounts, operating expenses, or supportive services expenses.

2. Can recording fees be charged for FHLB DPA?

- Yes, recording fees are allowed; they should be reflected on the CD as being paid to the recording agency.

3. 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.

ELIGIBLE USES

1. Are 203K Loans allowed with the FHLB program?

- 203k loans in conjunction with AHP funds are eligible. The structure is documented on the CD, and we verify the amount of the repairs at prefunding.

2. 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.

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

- **No.** 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, including a condominium or cooperative housing unit or manufactured housing, to be used as the household's primary residence.

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. Reg citation:

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=3bbf83f47711176d442af376782f79b2&r=PART&n=12y10.0.2.5.47#se12.10.1291_142 [ecfr.gov]

OTHER FAQs

1. I am reaching out to inquire about the lien position requirement for Federal Home Loan Bank. Will they accept 3rd position?

- The FHLBank Atlanta does not have any requirements with respect to the lien position in which the AHP Retention Mechanism is recorded as long as it remains recorded through the end of the five-year retention period set forth in the document. Additionally, because the retention documents are in favor of the member/shareholder, it is the duty of the member to determine when a subordination is appropriate, to ensure that the homeowner(s) interests are preserved under the terms of the new first mortgage, and that the new first mortgage meets all state and federal regulatory requirements. A link to the Affordable Housing Program regulations regarding retention requirements is provided for your convenience and future reference:
- FHFA regulations – Title 12, Chapter XII, Subchapter E, **§1291.15 Agreements.**:
<https://link.edgepilot.com/s/d4bf257b/0dmqlq8ee0m-s6UzdgLLJg?u=http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1%26SID=75ffab04f75ce451939394ae8d34b331%26ty=HTML%26h=L%26n=pt12.10.1291%26r=PART>

6. Does FHLB Atlanta allow HUD Repair Escrows?

- Yes



I hereby confirm that I have reviewed the following materials related to the Federal Home Loan Bank (FHLB) Down Payment Assistance (DPA) Program:

1. FHLB Recorded Webinar for Loan Officers and Realtors (original recording date: February 10 or 17, 2026)
2. ANDP FHLB DPA Webinar (original recording date: February 26, 2026)
3. ANDP DPA Guidelines and FAQs
4. FHLB Income Documentation Guide

Initials: _____

I further acknowledge and confirm my understanding of the program's "two-strike" rule.

Initials: _____

Finally, I confirm that I, along with my team, will comply with all guidelines and requirements of the FHLB Program as outlined in the materials and webinar recordings referenced above.

Signature: _____

Name:

Title:

Lending Company:

Date: _____

Please complete, sign, and return this required acknowledgement form to dpa@andpi.org or fax to 470-788-8655



ATLANTA
NEIGHBORHOOD
DEVELOPMENT
PARTNERSHIP, INC.

Building the region's future,
neighborhood by neighborhood

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www.ANDPI.org

www.ANDPHomes.org

Questions regarding this DPA program should be sent to: dpa@andpi.org

