

AHP HOMEOWNERSHIP SET-ASIDE PROGRAM



Pre and Post Funding Documentation Requirements

The following is being provided to assist members and other related parties in the submission of pre and post documentation requirements for units assisted with AHP Homeownership 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. Homebuyer/Homeowner Counseling Payments

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

	Product Type	Documentation Required
I. Application Submission Documents	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 AHP Income Documentation Requirements published on the FHLBank Atlanta website • 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 AHP Income Documentation Requirements published on the FHLBank Atlanta website • Pre-work Certification, fully executed by all parties • Before scope of work photographs required <p>Note: Members must retain proposals, invoices and pre and post work inspection written reports for the scope of work as they may be requested at any time by FHLBank Atlanta.</p>

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I. Application Submission Documents

Community Partners	<ul style="list-style-type: none"> • Educators: An employee of an accredited or state-recognized private or public school; a certified teacher or administrator in an education agency; an employee of a postsecondary level educational institution; or a person who 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 federal, 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 National Guard or Reservist; or a person who 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; 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 a person who has retired as one of the above as may be determined at the Bank's sole discretion. • 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 U.S Department of Veteran Affairs https://www.va.gov/housing-assistance/home-loans/surviving-spouse/. At least one of these must be true. The Veteran: <ul style="list-style-type: none"> • Is missing in action, or • Is a prisoner of war (POW), 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)
Community Rebuild and Restore	<ul style="list-style-type: none"> • FEMA ID# required if applicable • For Severe Weather related projects, repairs/defect must be associated with an "Emergency Declaration" or a "Major Disaster Declaration" area as designated by FEMA occurring no more than 36 months prior to the date of the application submission • After scope of work photographs required • Housing Resiliency is limited to Roof, Gutters and downspouts or Windows

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II. Pre-Funding Documents	Purchase Applications	<p>Members must submit sample retention documents for review and approval prior to their first funding request.</p> <ul style="list-style-type: none"> • Complete preliminary Closing Disclosure (CD) submitted at least three (3) days prior to closing that includes the following: <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 \$275 with counseling provider 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, valid for 1 year • Other documentation, if applicable <p>Acceptable POC(B)s include, but is not limited to: Appraisal, final inspection, appraisal review fee, credit report, earnest money, due diligence fees listed on the CD, and flood certification fee. Others may be acceptable as determined by the Bank in its sole discretion.</p>
	Rehab Applications	<ul style="list-style-type: none"> • Post-work Certification, completed and fully executed • Other documentation, if applicable • After work is complete photographs
III. Post-Funding Documents	Purchase Applications	<ul style="list-style-type: none"> • Final executed Closing Disclosure (CD) within 20 calendar days from the receipt of FHLBank Atlanta’s Notice of Funding and include the following: <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 \$275 with counseling provider reflected as payee ✓ Minimum homebuyer(s) contribution of \$1,000 ✓ Homebuyer’s maximum cash back at closing cannot exceed \$250 • Executed and notarized retention document • Proof of payment to credit counseling provider (copy of check with evidence of mailing or wire transfer showing funds have been transferred to the credit counseling provider) • 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 within 20 calendar days from the receipt of FHLBank Atlanta’s Notice of Funding

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IV. Homebuyer/Homeowner Counseling Payments

Money Management International payments should be sent to the following mailing address:

Payments to Money Management International, Inc. (MMI) will only be accepted via check to the following mailing address:
FHLB Payment Processing
12603 Southwest Freeway
Suite 450, MB #8
Stafford, TX 77477
Attn: MMI - Gilbert Lopez

For payment related inquiries please contact:
Robin Hernandez at 1.877.585.8307 or email
Robin.Hernandez@MoneyManagement.org

Credit.org payments should be sent to the following mailing address:

Mail Checks to the following mailing address Credit.org
P.O. Box 5438
Riverside, CA 92517

For payment related inquiries Please call 1.877.838.2033

To obtain ACH instructions contact Kimberly Peralta via email kimberly.peralta@credit.org