FHLBank San Francisco

MDPA First-Time Homebuyer Program Certification and Disbursement Request

Request Requirements for the Middle-Income Downpayment Assistance ("MDPA") Program

- Deadline to request a Grant disbursement is November 30, 2026.
- Disbursement request has a program limit of $200,000 per Member.
- Maximum Grant is $40,000 per homebuyer.
- Minimum homebuyer contribution is $10,000 and can include household savings or gift funds.
- Homebuyer must be a first-time homebuyer, as defined by the U.S. Department of Housing and Urban Development ("HUD").
- Homebuyer must meet income eligibility requirements, as published by the Federal Home Loan Bank of San Francisco (the "Bank") at the time of disbursement, such income eligibility requirement not to exceed beyond the range of 80.01% and 140% of the HUD area median income ("AMI"), based on the purchase property address and adjusted for household size.[1]
- Homebuyer must successfully complete a homebuyer counseling program from an experienced organization; and provide the Certificate of Completion.
- Purchase property address must be in Arizona, California, or Nevada.[2]
- Homebuyer must open escrow on a home purchase transaction with closing scheduled within 30 days prior to the Member requesting MDPA funds. Member shall provide the grant funds to the escrow company for the benefit of the homebuyer and then submit a request for reimbursement to the Bank within 30 days of loan closing. The Bank will only disburse MDPA funds to the Member after closing. If the Bank notifies the Member of any deficiencies in the disbursement request, the Member must cure any such deficiencies within 60 days of reimbursement request.
- Homebuyer must close escrow by November 1, 2026.

Instructions

1. Member must submit a completed Secure Portal Workspace Set-up Request (required once per program year).
2. Member must submit the following information to MDPA@fhlbsf.com for each disbursement request:
   - Homebuyer name
   - Household income % of AMI
   - Subsidy amount
   - Scheduled loan closing date
   - Purchase property state (AZ, CA, or NV)

   Bank will notify member by email that the homebuyer folder has been created in the workspace.
3. Member must upload the following completed, required documents in the workspace:
   - Certification and Disbursement Request
   - Certification and Disbursement Request Attachment 1
   - Certificate of Completion of homebuyer counseling program
   - Fannie Mae Form 1008 or equivalent
   - Final Closing Disclosure

   Bank will confirm receipt of the request and notify the Member via email when the grant is funded.
4. Refer to the MDPA Disbursement Flowchart or contact the Community Investment Department at MDPA@fhlbsf.com with questions.

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[1] Homebuyers who are eligible to receive a grant through the Bank's Workforce Initiative Subsidy for Homeownership (WISH) Program but who have been unable to obtain a Federal Housing Administration ("FHA") mortgage loan due to the Bank's WISH Program requirements and who have household income at or below 80.00% AMI are eligible to apply for an MDPA grant. The Final Closing Disclosure must verify the Loan Type as FHA and must be submitted alongside documentation verifying the homebuyer was previously denied an FHA mortgage loan due to WISH Program requirements (e.g. adverse action notice).

[2] Eligible properties are single-family homes including condominiums, cooperative housing, and manufactured homes. Housing with two to four dwelling units with at least one owner-occupied unit is also permissible.

Member Institution Name (the "Member")

Total Subsidy Requested ($40,000 maximum) (the "Grant")
$

First-time Homebuyer Information

First Name and Middle Initial	Last Name (together the "Homebuyer")

Purchase Property Address (the "Property")

City	State	Zip Code	County

Member Institution and Homebuyer Certification

This Member Institution and Homebuyer Certification ("Certification") is made by the above-named Member Institution ("Member") and Homebuyer ("Homebuyer") to the Federal Home Loan Bank of San Francisco ("Bank") in connection with the Grant requested above.

The undersigned parties, on behalf of the Member and Homebuyer, respectively, certify that:

1. Individual executing this Certification and Disbursement Request on behalf of the Member is an officer of the Member duly authorized to make the representations contained herein.
2. Individual executing this Certification and Disbursement Request as the Homebuyer is duly authorized to make the representations contained herein.
3. Homebuyer is a first-time homebuyer, as defined by HUD.
4. Homebuyer is *not* an employee or contractor of the Bank.
5. Home purchase transaction is an arm's length transaction.
6. All borrowers must occupy the home being purchased as their primary residence.
7. If FHA borrower earning 80.00% AMI or below, Homebuyer is unable to obtain a mortgage loan with downpayment assistance offered through the Bank's WISH Program. The Final Closing Disclosure verifies the Loan Type as FHA and additional documentation verifies the homebuyer was previously denied an FHA mortgage loan due to WISH Program requirements.
8. Property satisfies MDPA program requirements as set forth by the Bank.
9. MDPA funds are being used for an eligible purpose and the interest rate, points, fees, and other charges for all loans made in conjunction with the MDPA direct subsidies shall not exceed a reasonable market rate of interest, points, fees, and any other charges for loans of similar maturity, terms, and risk.
10. Information provided in this Certification and Disbursement Request (including, but not limited to, all attachments and related materials submitted by the Member in connection with this Certification and Disbursement Request) is true, accurate, complete, and correct.
11. Member and Homebuyer hereby agree and acknowledge that the Member shall repay the Grant to the Bank promptly upon the request of the Bank, if the Bank, acting in good faith, determines the Member or Homebuyer has failed to comply with any of the foregoing requirements.

Authorization

The member hereby represents and warrants that the Member has disbursed the Grant to the Homebuyer and has provided evidence of the disbursement to the Bank. The Member hereby requests that the Bank reimburse the Member for the Grant amount.

Member Institution Information

Member Institution Contact		Title
Address		
City	State	Zip Code
Email Address		Telephone Number

Member Authorization

Name	Title
Authorized Signature	Date Authorized

This form must be signed in accordance with the Member's authorizations on file with the Bank.

Homebuyer Authorization

Name	
Signature	Date Authorized