

# 2026 First Step: Submit Member Application

Equity Builder Program, Housing Our Workforce, and Lift Up Homeownership



# This Training Will Cover

- Introduction to Suite of Homeownership Programs
- Homeownership Programs Comparison Grid
- Program Requirements
- Application Overview
- Critical Dates & Upcoming Required Training
- Workflow & Tips to Success
- Contacts & Resources





# Suite of Homeownership Grants

## Equity Builder Program (EBP)

- Households with incomes at or below 80% of area median income

## Housing Our Workforce (HOW)

- Households with incomes above 80% and up to 120% of area median income

## Lift Up Homeownership (LUH)

- Households earning up to 120% of area median income who are first-generation buyers





# Enhancing Affordability

- Forgivable Grants
- Flexible Requirements
- Layer Multiple Programs



# Let's Compare the Programs

Parameters	EBP	HOW	LUH
Income Limits	<= 80% AMI	> 80% to <=120%	<= 120% AMI
Maximum Grant per Household	Up to \$32,099	Up to \$25,000	Up to \$40,000
Maximum Member Limit/Cap*	Up to \$320,000	Up to \$250,000	Up to \$400,000
Minimum Down Payment (homebuyer's own funds)	\$500	\$2,000	\$1,000
Maximum Asset Requirement**	No	Yes	Yes
Use of Grant Funds			
Down Payment	Yes	Yes	Yes
Customary Closing Costs (including prepaids and escrows)	Yes	Yes	Yes
Up to 2 points toward interest rate reduction	Yes	Yes	Yes
Rehabilitation Assistance	Yes	No	No
Purchase property must be an owner-occupied primary residence?	Yes	Yes	Yes
First-time Homebuyer Requirement	Yes	Not Required. Homebuyer must sell current primary residence.	Yes
First-Generation Requirement	No		Yes
First-time Homebuyer Education and Counseling	Required	Required	Required

\* 2026 Maximum member limits/caps are graduated for each homeownership program. First two funding releases begin at the lower limit and increase up to the maximum on the third release date. Refer to 2026 program procedures for more detailed information

\*\* 2026 Maximum assets for HOW and LUH is \$150,000. Refer to 2026 program procedures for more detailed information.

# How to Begin the Online Application

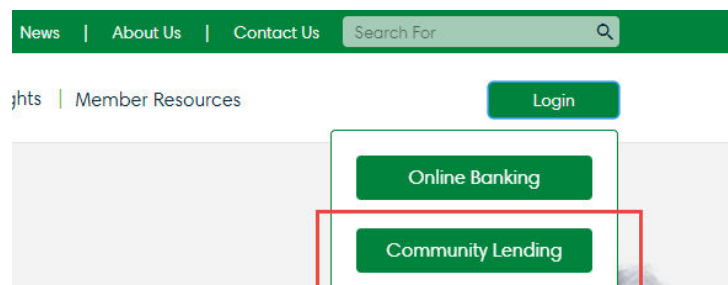
- First-time users need to register for login credentials
  - Password emailed directly to user
  - Your organization's admin approves user accounts
- Existing usernames with passwords are valid

All member applications for FHLBank Boston homeownership programs are annual and do not automatically renew!



# How to Log In to Community Lending

1. Navigate to [www.fhlbboston.com](http://www.fhlbboston.com)
2. Click the “Login” button at the top of the page
3. Choose “Community Lending” from the drop-down menu
4. Type in username and password
5. Use links below to set up new accounts or reset existing



## Community Lending Login

Username:   
Password:  (case-sensitive)

Login

If you are a first-time user, [click here](#) to create an account.  
If you are a consultant or a sponsor, login first to add a new relationship to your existing account.  
If you forgot your password, [click here](#) to reset it.  
If you forgot your username, [click here](#) to retrieve it.

# Step-by-Step Application Process



1. Select EBP— *one application for all three programs*
2. Select up to 4 main contacts
3. Select from list of homebuyer education & counseling agencies
4. Provide member concession (EBP and LUH)
5. Determine authorized signer for agreement
  - ✓ Agreement sent via email through Adobe Sign
6. Validate and Submit



# Homebuyer Education/Counseling

- Application provides FHLBank's 2026 approved list
  - CHAPA, HUD or NISHEC
  - Application requires member to select up to 5 for repository purposes only and deviations acceptable
- Online education component is acceptable ONLY through eHome America, Fannie Mae HomeView, Finally Home!, Framework, or Home Trek
- Counseling required prior or post-closing
- Email [housing@fhlbboston.com](mailto:housing@fhlbboston.com) for certificate related questions prior to disbursement request

Example Cert.:



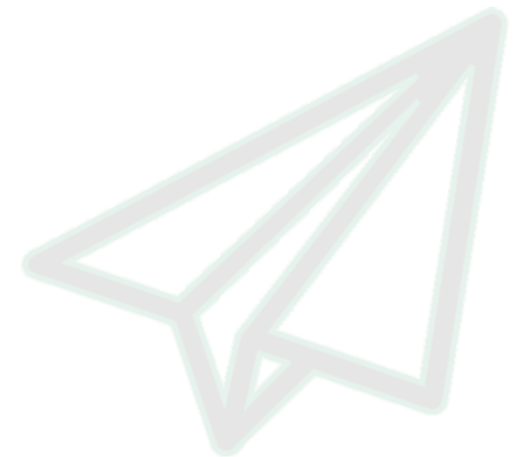
# Member Concessions - EBP and LUH only

- Member concession provided to homebuyer and described
- Member concession must be evidenced at disbursement
- Deviations are permissible
- Acceptable concessions:
  - Reduce or waive fees
  - Reduce or waive points
  - Below market interest rate
  - Reduce or waive items affecting a homebuyer's financial outlay (mortgage insurance or loan-level pricing adjustments)
  - Relax minimum credit score or maximum debt-to-income ratio
  - Lender credit



# Agreements – Adobe Sign

- The agreements are part of the annual application process
  - Establish the direct contact who is authorized to execute document in the application
  - Executed after application is submitted
  - Agreement is for all three homeownership assistance **programs- NEW!**
- Agreements sent through Adobe Sign directly to your authorized signer on **March 2, 2026**
  - Execute within 10 business days
  - Option to wet-sign is permitted through Adobe Sign
  - Check your spam!



# Validate and Submit

- Validation screen identifies incomplete or missing information
  - Validation error issues must be resolved to submit the application
- Option to print BEFORE 'Submit' button
- Thank you screen and confirmation email





# Deadlines & Critical Dates

## Member Application Opens

Annual member application period opens **February 2, 2026**, to apply for program access

## Member Application Closes

Annual member application period closes **February 27, 2026, before 3 p.m.**

## Agreement Sent via Adobe Sign

Annual member program agreement is sent **March 2, 2026**, and due **March 13, 2026**

## Member Approval Email

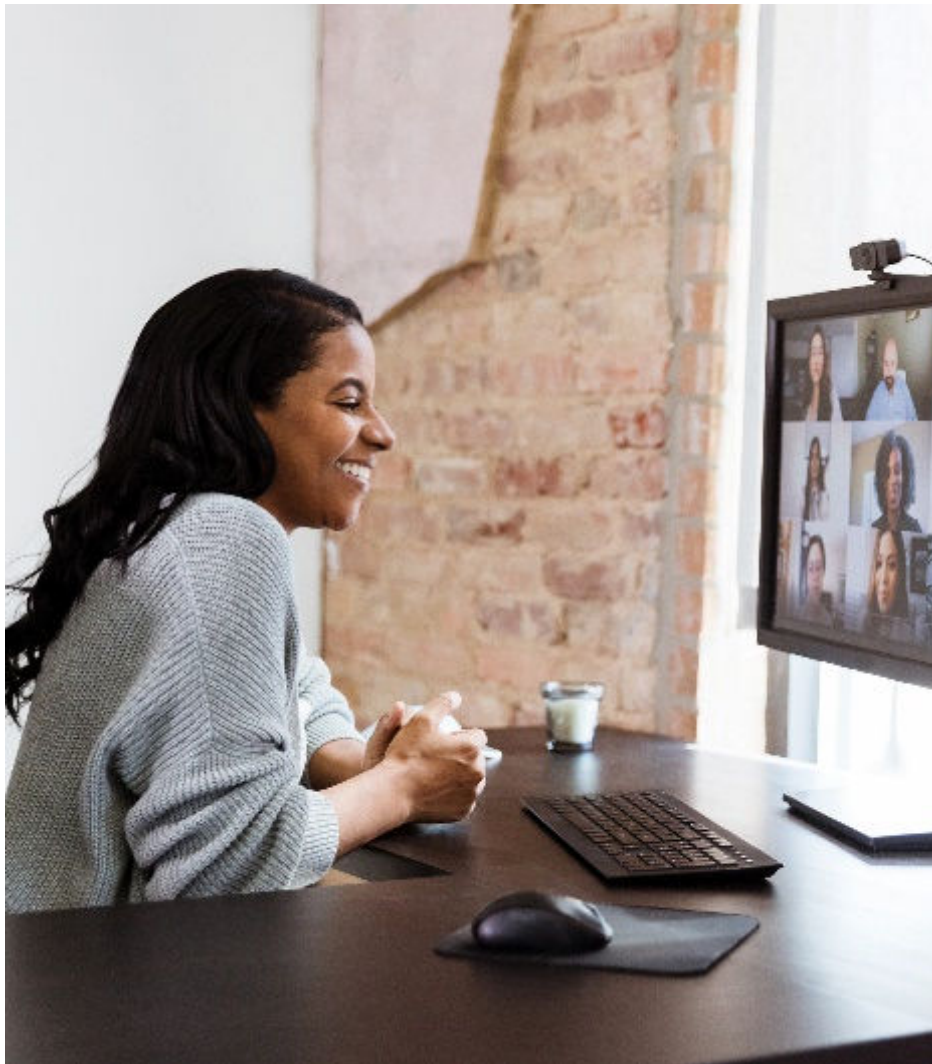
Members receive program approval emails **week of March 16, 2026**

## Enrollment period Opens!

First funding release opens **April 1, 2026, 9 a.m.**



# Mandatory Training for Program Users



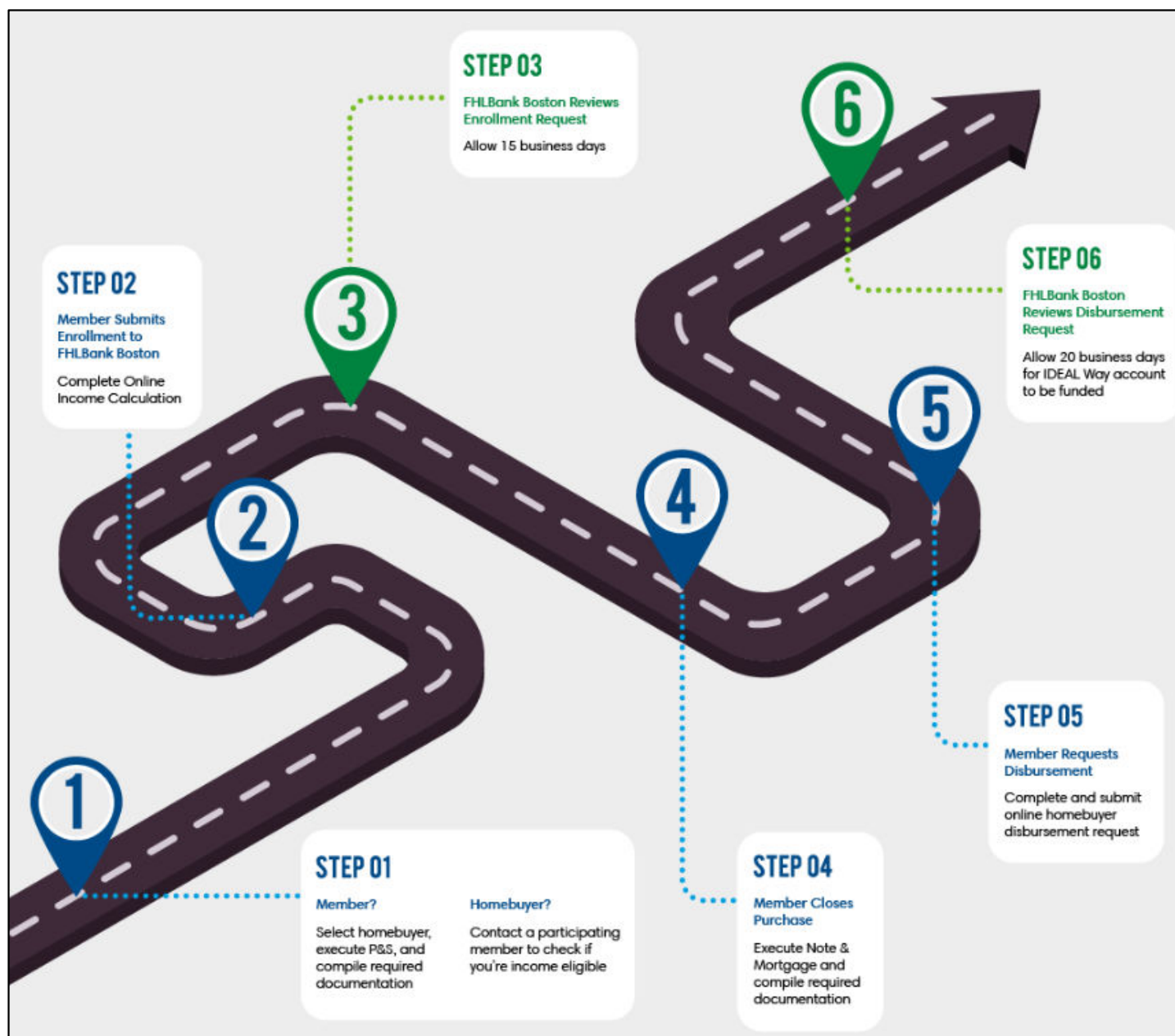
- **Required for All Staff:** Every team member involved with FHLBank Boston's homeownership programs must complete the designated trainings: Enrollment and Disbursement
- **Comprehensive Grant Process Overview:** Training sessions provide step-by-step guidance on all aspects of the grant process, ensuring staff are equipped to support homebuyers effectively
- **Flexible Learning Formats:** Choose between live virtual sessions or recorded webinars to fit your schedule and learning preferences

# Program Office Hours- NEW!

- Introducing *Office Hours* allowing your staff to ask questions about the programs
- Preferred member communication channel for technical assistance for complex scenarios is email
  - All general program inquiries should go to [housing@fhlbboston.com](mailto:housing@fhlbboston.com) if not tied to a specific grant reservation
- Register for virtual office hours on [events page](#)



# Grant Step-by-Step Process





# Tips & Tricks



## DO NOT:

- Submit homebuyer to multiple programs due to income-eligibility threshold variation
- Promise funds to homebuyers prior to funding releases or formal grant reservation
- Contact multiple HCI team members for technical assistance



## DO:

- Submit an income-eligible homebuyer to **one** of the three programs and validate income
- Queue up homebuyers before funding is released to determine income eligibility
- Watch our [YouTube tutorials](#) **before** submitting/reserving homebuyers for technical assistance or attend Office Hours

# Our Team & Helpful Resources



**Livia Bourque**  
VP, HCI Operations Manager



**Sam Juergens**  
HCI Analyst



**Kaitlyn Mulhern**  
Homeownership Programs Manager



**Jack Newton**  
HCI Analyst



**Kevin Ryan**  
HCI Analyst Manager



**Isabel Tapogna**  
HCI Analyst

Please email [housing@fhlbboston.com](mailto:housing@fhlbboston.com) for all program technical assistance

## Review [Website](#) for 2026 Materials:

- ✓ Member QC Checklist
- ✓ Disclosures, Notes, and Mortgages
- ✓ Income Guidelines
- ✓ Program Procedures
- ✓ FAQs

## Technical Assistance Via [YouTube](#):

- ✓ How to request Community Lending Account
- ✓ How to submit member application
- ✓ How to submit enrollment
- ✓ How to request disbursement

# Questions?

