Community Support
Program System (CSP)

External User Guide for FHLBank Members Community Support Statement Submission to FHFA

March 31, 2017

Office of Technology and Information Management
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Introduction

This User’s Guide contains essential information that will enable the Federal Home Loan Banks (FHLBanks) member institutions complete the Federal Housing Finance Agency’s Community Support Statement form #060.

General Description

Community Support Program and Online Community Support Statement

The Federal Home Loan Bank Act [12 U.S.C. § 1430(g)] requires the Federal Housing Finance Agency (FHFA) to establish a Community Support Program for members of the Federal Home Loan Banks (FHLBanks). FHFA has established a Community Support Program with regulations [12 C.F.R. part 1290] that set forth standards of community investment or service for members of FHLBanks to maintain continued access to long-term advances and to community investment products (i.e. Affordable Housing Program (AHP), and other Community Investment Cash Advances (CICA) programs). In addition, the regulation sets forth the process that FHFA follows in reviewing, evaluating and communicating each member’s Community Support performance.

The Community Support Program considers the member’s performance under the Community Reinvestment Act of 1977 (CRA) and the member’s record of lending to first-time homebuyers. With certain limited exceptions, each FHLBank member must meet the CRA standards and the first-time homebuyer support standards set forth in the Community Support Program regulation. The Community Support Program requires FHLBank members to submit a Community Support Statement to FHFA once every two years (i.e. 2017, 2019, 2021 etc.) The Community Support Statement serves to document a FHLBank member’s CRA performance and support of first-time homebuyers. A FHLBank member must provide to FHFA: 1) its CRA rating, if it is subject to the CRA; and 2) information about its support for first-time homebuyers.

The online Community Support Statement must be completed and submitted by an appropriate senior officer of a FHLBank member institution. The statement also requires information about the FHLBank member’s senior officer (name, work title and work email); the institution’s federal CRA rating, if applicable; and the institution’s lending volume or other activities or investments supporting first-time homebuyers.

FHLBank members should use this online system to submit their Community Support Statements to FHFA. FHFA will review each member’s Community Support Statement to determine if a FHLBank member meets Community Support Program standards. FHFA will send each member’s Community Support Statement’s review result to its designated FHLBank. Each FHLBank will notify its members of their Community Support Statement review results.
System Instructions

Logging into the Community Support Statement Submission Tool.

From your web browser or command line enter the following URL: https://csp.fhfa.gov/

Read the Warning message.

Select “Next” to continue.

Community Support Program and Community Support Statement page.

The next four screens provide background and detail information to assist in completing your submission.

Select “Next” to continue.
Review Results and Notifications page.

Select “Next” to move to the next page or “Back” to go to the previous page.

Submission Requirements and Submission Process page.

Please read the entire page then select “Next” to continue or “Back” to go to the previous page.
Assistance and Instructions page.

Select “Next” to move to the next page or “Back” to go to the previous page.

FHFA FHLBank Member Identification Number page.

Enter your “FHFA Member Identification Number” and your Member Five Digits Mailing Zipcode

Select “Next” to move to the next page or “Back” to go to the previous page.
Verification of FHLBank Member Institution Information based on entered FHFA ID page.

If the information displayed is correct, select the “Yes” radio button. If the information displayed is incorrect, make sure you have entered your institution’s correct FHFA ID and your institution’s mailing address zip code.

Select “Next” to move to the next page or “Back” to go to the previous page.

Submitter Information page.

Enter all fields. First Name, Last Name, job title and work email.

Select “Next” once all required fields are entered to continue.
Community Reinvestment Act (CRA) Standard page.

Select CRA Rating

If you selected “Not Subject to CRA,” provide explanation.

Select Year of the CRA Rating

Select “Next” to continue.

Screen display when “Not Subject to CRA” is the rating.
Part II: First-Time Homebuyer Standard and Part III: Certification page.

If applicable, enter the appropriate information in section “A or B”. Select “Submit” once all required fields are entered to continue.
Community Support Statement page.

After reviewing the statement, select “Confirm Submission” or “Cancel Submission”.

To save a PDF version, select “PDF Export” then save as.

Federal Housing Finance Agency
COMMUNITY SUPPORT STATEMENT

FHFA Federal Home Loan Bank (FHLBank) Member ID Number: 9999
Name of FHLBank Member Institution: FHLBank of the USA
Mailing Address: 125 FHLBank Drive
City: Washington
State: DC
Zip Code: 99999
Submitter Name: Jane Doe
Work Email: FHLBank@FHLBank.com

Part I. Community Reinvestment Act (CRA) Standard:
Most recent CRA rating: Outstanding
Year of most recent CRA rating: 2017

Part II. First-time Homebuyer Standard:
A. Complete the following two questions: If your institution did not make, or did not track, mortgage loans to first-time homebuyers, you must complete Section B of this part.
1. Number of mortgage loans made to first-time homebuyers
2. Dollar amount of mortgage loans made to first-time homebuyers

B. Check as many as applicable:
1. Offer in-house first-time homebuyer programs (e.g., underwriting, marketing plans, outreach programs)
2. Offer low- and moderate-income homebuyers
3. Offer flexible underwriting standards for first-time homebuyers
4. Participate in nationwide first-time homebuyer programs (e.g., Fannie Mae, Freddie Mac)
5. Participate in federal government programs that serve first-time homebuyers (e.g., FHA, VA, USDA RD)
6. Participate in state or local government programs targeted to first-time homebuyers
7. Provide financial support or technical assistance to community organizations that assist first-time homebuyers
8. Participate in loan consortia that make loans to first-time homebuyers
9. Participate in or support special counseling or homeownership education targeted to first-time homebuyers
10. Hold investments or make loans that support first-time homebuyer programs
11. Hold mortgage-backed securities that may include a pool of loans to low- and moderate-income homebuyers
12. Use affiliated lenders, credit union service organizations, or other correspondent, brokerage or referral arrangements with specific unaffiliated lenders, that provide mortgage loans to first-time homebuyers
13. Participate in the Affordable Housing Program or other targeted community investment development programs offered by the Federal Home Loan Bank
14. Other (attach description of other activities supporting first-time homebuyers; see instructions for Part II)
15. None of the above (attach explanation of any mitigating factors; see instructions for Part II)

If you checked Question 14 or 15, please explain below. If your explanation will exceed 300 characters, please upload a file containing your explanation and supporting documents:

Supporting documents:

Part III. Certification:
I certify that I am a senior official of the above institution authorized to provide this information to FHFA, and that the information in this Community Support Statement and the attachments (if any) is correct to the best of my knowledge. Hitting the “Confirm Submission” button will be the equivalent of a signature.
Community Support Statement Validation

Upon submission confirmation, the system will send an email to you that will contain a Validate Your Community Support Statement link which must be selected within 72 hours of your submission.

Dear Jane Doe,

Thank you for completing a Community Support Statement for FHlBank of the USA. To submit your Statement to FHFA, you must click on the following link to validate your submission. If this action is not completed within 72 hours, your Statement will be discarded and you will need to start over.

If you did not submit a Community Support Statement to FHFA, please do not click the link. Contact your FHlBank Community Support Representative if you have any questions.

Validate Your Community Support Statement

Sincerely,
Community Support Program
Division of Housing Mission and Goals
Federal Housing Finance Agency

This email was sent from an address that does not accept incoming email. Please do not reply to this message.

Upon selecting the “Validate Your Community Support Statement” link, the system will take you to the FHFA warning page. Read the warning then Click “Next” if you wish to continue.

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**************************************** WARNING ****************************************

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
  - At any time, and for any lawful government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.
  - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Next
Select “Validate” to confirm the submission or to edit the submission, select “Edit”. To cancel click “Cancel.”