

Participating Financial Institutions (PFIs) and Servicers actively selling and/or servicing MPF Program loans are required to submit their Annual Eligibility Certification (AEC) by January 31, 2024. The AEC consists of the Form OG1, Form OG2, and supporting documentation. This job aid provides additional assistance to PFIs completing their AEC.

## Points of Interest

- The Form OG1 and Form OG2 will be available on January 1, 2024 via the [eMPF<sup>®</sup> website](#).
- The Forms OG1, Form OG2, and supporting documentation are completed and submitted electronically through the eMPF website.
- Information for the Form OG1 is being collected based on 2023 activity.
- The Form OG1, Form OG2, and supporting documentation must be submitted by January 31, 2024.
- After you submit the completed Forms with the supporting documentation, your FHLBank will review your submission and will either approve or reject. Typically, a Form is rejected if the required supporting documentation is missing.
- The MPF Program will offer webinar training in January 2024 reviewing the completion process for Forms OG1 and Form OG2.

## Authorized Signers

The AEC must be completed and submitted on behalf of a PFI/Servicer by an individual who is:

- An officer of the PFI/Servicer, authorized to execute agreements, and amendments under the MPF Resolution, or
- An employee of the PFI/Servicer who has been delegated the authority as is typically granted to an officer authorized to execute agreements under the MPF Resolution.

## eMPF Website Access

The person completing and submitting the AEC will need access to the eMPF website. Follow one of the two options if access to the eMPF website is needed:

- Contact your local FHLBank to obtain a Delegation of Authority Supplemental form. The form will need to be signed by individuals on your MPF Resolution to authorize the additional person. This process may take a few business days to complete.
- Electronic Delegation of Authority using a Security Administrator within the eMPF website.

## Supporting Documentation

To help prepare for the upcoming AEC process we have outlined some supporting documentation that may be needed:

- Fidelity Bond – Certificates of Insurance (COI) in effect as of December 31, 2023.
- Errors & Omission – Certificates of Insurance (COI) in effect as of December 31, 2023.
- Most recent monthly QC Summary Report provided to senior management for both pre-closing and post-closing reviews, including detailed information on the most severe defects, trend analysis, and target defect rate compared to actual defect rate (post-closing). Including the corrective action.

## Supporting Documentation (cont.)

- QC Policy – if updates have been made to the QC policy in the last 12 months.
- Any exam or audit of your mortgage operations, origination or servicing related non-compliance or deficiency findings and summary of how the findings were addressed and corrected.
  - State or Federal Regulator
  - Government Agency (including VA, HUD, FHA, or RHS)
  - Fannie Mae and Freddie Mac
  - Other mortgage loan investors
- For any 'No' responses in Section A of the Form OG1, provide a document outlining the reason for the 'No' response. If applicable, include supporting documentation.
- Any other document or information specifically requested by your FHLBank.

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