

AHP OWNERSHIP DISBURSEMENT REQUEST
Effective January 1, 2016



Homebuyer Name:			
Homebuyer Address:	In a QCT? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Member Name:			
Sponsor Name:			
Project Number:			
Total Initially Awarded:	\$	Final Amount Requested:	\$

Refer to AHP Ownership Disbursement Manual for acceptable forms of required documentation. Documents that do not meet FHLB’s requirements as listed in the manual will be required to be amended prior to disbursement of AHP funds. Pre-approvals of individual households are **REQUIRED** prior to submission of this form.

Required Documents:	Already on file	Enclosed	N/A
1. Executed copies of the following documents with original signatures: a. Direct Subsidy Agreement (between the Member and FHLB) b. Affordable Housing Program Agreement	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
2. Date of disbursement training completion: ____/____/____		←	
3. Evidence of completion (Certificate of Occupancy et al.)		<input type="checkbox"/>	
4. Type of work completed for this home: <input type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition only		←	
5. Evidence that the household attended homebuyer counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verification that the Sponsor completed the following commitments made in the approved AHP application, if applicable: a. Marketing/outreach, pre-development activities, and/or construction/rehabilitation activities via a completed and executed AHP Sponsor Commitment Verification Form b. Sponsor cash contribution	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Verification that the following services to which the approved AHP application committed were provided, if applicable: a. Homeowners club or association with policies and procedures b. Empowerment activities, such as budgeting/credit counseling, education services, employment training, etc. c. 8 hours of landscaping labor from a community organization d. 40 hours of construction labor from a community organization e. Donation of at least \$500 in goods/services f. Fee waiver from the local government of at least \$500 g. Energy-efficient new construction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. Executed and dated settlement statement between the homebuyer and the seller showing the FULL amount of the AHP grant on it		<input type="checkbox"/>	



Required Documents:	Already on file	Enclosed	N/A
9. Did the project involve construction or rehabilitation activities? Yes <input type="checkbox"/> No <input type="checkbox"/> a. If “Yes,” submit a document executed by the Sponsor detailing all the costs (including developer fee) and permanent funding sources for the unit and their amounts. b. If “No,” submit a current appraisal or Property Value Assessment dated within one year of acquisition by the homebuyer.		<input type="checkbox"/>	
10. Executed construction contract and all signed change orders IF an outside contractor completed construction/rehabilitation on the unit		<input type="checkbox"/>	<input type="checkbox"/>
11. Property acquisition information: a. Verification of property acquisition cost paid by the Sponsor/owner b. Verification that the property was donated to the Sponsor/owner c. Verification that the acquisition price paid by the Sponsor/owner is at least 50% below market value d. Appraisal or Property Value Assessment dated within one year of the date Sponsor/owner acquired the property to document value e. Verification that the property was vacant at the time of purchase f. Verification that the property underwent foreclosure, deed in lieu, or short sale immediately prior to acquisition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12. Executed notes and mortgages (deeds of trust) for all loans made to the homebuyer, even if forgivable		<input type="checkbox"/>	
13. Evidence of ALL funding sources besides AHP shown on the approved AHP application, settlement statement, and permanent funding sources listing (submitted for item #9a above), including copies of all executed grant agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. What amounts will the household pay monthly in homeowner’s insurance? ____ Property taxes? ____		←	
15. Warranty deed evidencing that the property is in the name of the homebuyer and that FHLB retention language is inserted, attached, or in a separate restrictive covenant		<input type="checkbox"/>	
16. Evidence the project meets the following Member commitments as indicated in the approved AHP application, if applicable: a. Permanent loan b. Bridge or construction loan c. Below-market rate on the permanent, construction, or bridge loan d. Cash contribution e. Servicing of homebuyers’ loans originated by Sponsor at no cost	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Authorized Signatures and Contact Information:

The individuals signing this request certify that they are authorized to make such requests and representations contained herein on behalf of the project Member and Sponsor identified and have read and understand the requirements for the program mentioned in the AHP Ownership Disbursement Manual. The Sponsor and Member further certify that they have taken the steps necessary to determine that the information provided is true and accurate, that they are not requesting reimbursement for costs that FHLB deems ineligible, and that they understand that the FHLB of Cincinnati has a duty to invoke sanctions pursuant to the Federal Housing Finance Agency’s Affordable Housing Program regulation in the event of non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the FHLB of Cincinnati. Any changes to the project that may affect scoring criteria or feasibility must be reported to and approved by the FHLB.

MEMBER CONTACT

Printed Name:	Telephone Number:
Title:	E-mail:
Signature:	Date:

SPONSOR CONTACT

Printed Name:	Telephone Number:
Title:	E-mail:
Signature:	Date: