

Housing & Community Investment

Habitat Disbursement Manual



Affordable Housing Program
Effective January 2, 2026

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Table of Contents

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| Table of Contents | 1 |
| Summary | 2 |
| Disbursement Timeline | 2 |
| Household Eligibility Guidelines | 2 |
| Timeline for Disbursement of Funds | 3 |
| Transfer of Funds | 3 |
| Disbursement Availability & Subsidy Adjustments | 3 |
| Restricted Access to AHP Subsidy | 3 |
| Subsidy Adjustments | 4 |
| Disbursement Criteria | 4 |
| Disbursement Feasibility | 4 |
| Reasonableness of Project Development Costs | 5 |
| Affordability Analysis | 5 |
| Submission of Disbursement Requests to FHLB | 5 |
| Documents and Forms | 5 |
| AHP Habitat Disbursement Request Instructions | 5 |
| Required Documents Descriptions | 6 |
| Instructions for the Member's Submission of the Disbursement Request to FHLB | 22 |
| Frequently Asked Questions and Common Mistakes | 34 |
| Frequently Asked Questions | 34 |
| Common Mistakes | 36 |



Summary

This AHP Habitat Disbursement Manual has been designed as a reference guide for Sponsors and Members (commercial banks, credit unions, thrifts, insurance companies, and CDFIs) that have been awarded Affordable Housing Program (AHP) funds by the Federal Home Loan Bank of Cincinnati (FHLB) in one of its competitive AHP offerings. Instructions for accessing AHP funds, checklists, feasibility guidelines, and retention language are included in this manual. Only Sponsor organizations that will develop housing for sale to homebuyers *and* provide deeply discounted first mortgage financing to the homebuyers should use this manual. This includes Habitat for Humanity affiliates and other organizations that provide first mortgage loans. The FHLB maintains separate manuals for Sponsors that will not provide deeply discounted first-mortgage funding or that provide rental housing or the rehabilitation of housing for homeowners who will occupy their homes for the duration of the project. Habitat for Humanity affiliates that will not be providing their own mortgage products to the homebuyers and instead utilizing a third-party lender should use the AHP Ownership Disbursement Manual and Request Form.

Please review this manual and the most recently recorded version of the AHP Habitat Disbursement webinar available at www.fhlbcin.com prior to submitting a request for funding. One AHP Habitat Disbursement Request form (“Request Form”) must be completed by the project’s Sponsor for each home completed. Use the Request Form and this manual to identify acceptable documentation for drawing funds. Submitting documentation that is complete, accurate, and consistent will allow the request to be processed as expeditiously as possible.

For questions regarding funding, please contact the Housing and Community Investment Department at AHPDisbursement@fhlbcin.com or call 888-345-2246.

Disbursement Timeline

Household Eligibility Guidelines

Sponsors who are using AHP funds to assist in the acquisition, creation, or rehabilitation of housing to be owned by AHP-eligible households have the option to submit a pre-approval request at the time of your disbursement request or prior to the completion of the work on the home or the closing of the loan for each household. Through the FHLB’s pre-approval process, the FHLB will verify household size, income, and status (special needs/persons aged 60+, homeless, etc.) for all potential AHP fund recipients. Please refer to the AHP Pre-approval Manual and the AHP Pre-approval Request form available at www.fhlbcin.com for more information on the pre-approval process.

Please also note the FHLB will only disburse funds for households in proportion to the percentage of the households that meet certain characteristics, such as “Special needs households” and/or “Homeless households,” for which the project was approved. For example, for a 10-unit project that commits to serving two homeless households, the FHLB will ensure that one out of every five disbursements contain a qualifying homeless household.



Timeline for Disbursement of Funds

Please submit each request within 60 days of completing the work on the home or the closing of the homebuyer's loan (or as close to that time as is practical) and allow at least 30 days for FHLB to process the disbursement request. Once the Request Form with all supporting documentation is received, we will analyze the information and contact the Sponsor and the Member via e-mail should additional information or clarification be required. Additional information should be submitted within 30 days of the request. All disbursements will be processed in the order in which they are received. FHLB will not accept requests for households whose loans closed over 12 months ago.

Please allow at least 30 days for the processing of all requests. If the FHLB receives incomplete or incorrect documentation, delays in the disbursement process will occur. For a timely receipt of funds, refer to the Frequently Asked Questions and Common Mistakes section of this manual for tips on how to avoid unnecessary delays. The FHLB will not accept requests for households whose loans closed over 12 months ago.

FHLB will deem inactive any ownership disbursement requests where the Sponsor/Member has been non-responsive for 90 days or longer. Once a request has been marked inactive, the request will no longer be considered part of the project, and we will not continue to follow-up with the Member and Sponsor. If the additional information is eventually submitted, the request will be reactivated, and the documentation will be reviewed. If the information submitted is not sufficient, the project's contacts will be notified. If the pre-approval documentation was submitted with the disbursement request, updated information may be required to comply with the pre-approval requirements. If a request is reactivated and the project has too many active requests, the project's contacts will need to identify which request should be withdrawn from the project.

Transfer of Funds

Once a request for AHP funds has been approved, the Member and Sponsor will receive a Confirmation of AHP Funds Disbursement via e-mail confirming the amount disbursed for the homebuyer(s). Within one business day, the FHLB will electronically deposit the approved funds into the Member's Demand Deposit Account with the FHLB, and the Member should then promptly disburse the funds to the Sponsor. If the Member does not receive the funds within this timeframe, please contact the FHLB for assistance.

Disbursement Availability & Subsidy Adjustments

Disbursements will be processed by the FHLB in accordance with the FHLB's procedures and guidelines for funding of subsidies and all applicable compliance procedures, the latter of which are published on the FHLB's website, www.fhlbcin.com.

Restricted Access to AHP Subsidy

The FHLB reserves the right to deny or delay subsidy disbursement to a Member or Sponsor if:

1. Either the Member or the Sponsor has failed to respond to a prior FHLB request for information regarding this or other AHP projects, or
2. If the Member or Sponsor has been asked by the FHLB to cure a noncompliant situation and resolution is pending, or
3. The Sponsor currently has other older, open, and incomplete AHP projects that must be closed or making adequate progress towards completion.



Subsidy Adjustments

The FHLB reserves the right to make reasonable adjustments to all disbursement requests at our discretion, in accordance with the procedures and guidelines for funding of subsidies and all applicable compliance procedures. The majority of subsidy adjustments occur if the project's funding sources have changed and there is no longer a need for the level of AHP subsidy previously requested, or if the project no longer meets the applicable scoring criteria as outlined in the AHP Agreement and AHP Application Scoring Sheet, or if the household does not meet the income-eligibility criteria or feasibility guidelines (including affordability), or if ineligible expenses are listed as development costs, or if the costs presented are not reasonable.

Disbursement Criteria

In processing disbursement requests, the FHLB reviews the information submitted with the Request Form and other pertinent project information obtained from the Member and Sponsor during the AHP application and review process. The FHLB verifies the project continues to qualify for the awarded subsidy based on the applicable threshold requirements and scoring criteria set forth in the AHP Implementation Plan in place when the project was awarded AHP funds, and the Member and Sponsor have complied with the obligations to which they committed in the approved AHP application. The FHLB re-evaluates the financial feasibility of the project and verifies the project's continued need for subsidy. Members and Sponsors requesting AHP funds from the FHLB must have documents in place in a form satisfactory to the FHLB to meet the requirements of the AHP Regulation and must provide copies of such documents to the FHLB prior to our disbursement of funds. Below is a detailed list of documents required for disbursement processing. The FHLB reserves the right to request further documentation as necessary or to request the amendment of documentation, including closing documentation, if it does not meet the FHLB's requirements.

All AHP funds are subject to the FHLB's funding requirements. Receipt of a disbursement does not guarantee compliance with the AHP guidelines. The FHLB reserves the right to reduce or recapture funds at any time, should the project be found out of compliance or no longer demonstrate the need for subsidy. Please note all terms in quotation marks in this document represent items specifically defined by the FHLB's Affordable Housing Program Implementation Plan, which is available at www.fhlbcin.com.

Disbursement Feasibility

FHLB will underwrite AHP projects based on the current feasibility limits outlined in the current AHP Implementation Plan. Projects will not be subject to feasibility parameters that were not in effect at the time of their approval for AHP funds. If the feasibility limits in place at approval are more favorable than the current limits, FHLB will apply those original limits.

Projects that deviate from these parameters will undergo additional review and underwriting to determine the reason for, and the reasonableness of, any deviation. Based on this review, the FHLB staff may work with project Sponsors to make adjustments to the financial information submitted to ensure the information accurately reflects the nature and financial structure of the project. The FHLB may allow reasonable deviations from the guidelines based on the nature, location, and type of project and based on explanations provided by the Sponsor to justify such deviations. However, the Sponsor is ultimately responsible for ensuring their financial information is correct and consistent and the project's financial structure meets the FHLB's guidelines, and any deviations are adequately explained, justified, and documented. If justification for a deviation was submitted with the approved AHP application or an approved project modification, and the value has not changed from the



value shown in the approved AHP application or approved project modification, as applicable, no further justification is necessary.

Reasonableness of Project Development Costs

Project feasibility will be reviewed and assessed at time of application, at time of disbursement, and at any project modification (the requirements for which are guided by the FHLB's modification procedures, available at www.fhlbcin.com). The FHLB will determine the reasonableness of proposed or actual costs based on its experience with similar projects, similar locations, and similar populations being served. The FHLB's determination will be final, and any costs determined not reasonable will be disallowed and will not be reimbursed with AHP funds.

Affordability Analysis

The FHLB calculates a housing expense ratio for each household by dividing the annual housing-related costs (as defined below) by the gross annual income of the household **as calculated by the FHLB**. This ratio must fall within the required range applicable to the project as outlined below. If the payment percentage from the housing expense ratio falls below the required range, the FHLB will reduce the AHP grant request by a prorated amount coinciding with the loan amount required to bring the housing costs in the first year of homeownership to the minimum threshold in the range. If the payment percentage exceeds the required range, the FHLB deems the home unaffordable and will not disburse AHP funds. For assistance with assessing affordability, please utilize the FHLB Income and Affordability Workbook available on our website at www.fhlbcin.com.

- The numerator of the housing expense ratio includes annual payable principal, interest, taxes, insurance, HOA dues, mortgage insurance payments, and any other predetermined housing expenses. Utilities may not be included in the housing expenses under any circumstances, and
- The housing expenses must be no greater than 31 percent of the partner family's gross annual income as calculated by the FHLB. This limit is 33 percent for households using USDA loans.

Please note that, if the homebuyer receives Section 8 to Homeownership Assistance or other comparable income (documentation must be submitted), the home is deemed affordable to the homebuyer, and this calculation is not performed.

Submission of Disbursement Requests to FHLB

The Member contact will be required to submit each disbursement request through the Member's Only portal on the FHLB's website at www.fhlbcin.com. The Sponsor contact will be responsible for gathering all of the required documentation and signing the AHP Habitat Disbursement Request Form. Once all documentation is collected, the Sponsor will email the Request Form with ALL required documents as ONE inclusive PDF or TIF attachment to their Member contact for submission to the FHLB. If the pre-approval was not issued prior to disbursement, be sure to submit all pertinent documentation along with the disbursement package. See page 28 for instructions on how to submit requests through Members' Only.

Documents and Forms

AHP Habitat Disbursement Request Instructions

Collaboration between the project Member and Sponsor is necessary to complete the request form and provide the required documentation. Please follow the steps below to request funds for each household in the AHP



project. If additional assistance is necessary, contact the Housing and Community Investment Department at AHPDisbursement@fhlbcin.com or call 888-345-2246.

Step 1: Make Sure the FHLB has Either Pre-approved the Household for AHP Funds or Pre-approval documents are included with the Disbursement Request

- Locate a copy of the AHP preliminary approval letter for the household e-mailed to the project contact (if the household has already been pre-approved)
- If the household has yet to be pre-approved, include those Required Documents with the disbursement request (The Pre-approval manual and forms can be accessed on the [Pre-approvals](#) page under Documents and Forms).

Step 2: Complete the AHP Habitat Disbursement Request Form

- Print the AHP Disbursement Request form on the [Habitat Projects](#) page under Documents and Forms.
- Complete all sections on the AHP Habitat Disbursement Request form. Mark each of the Required Documents as “Already on file” (meaning the documentation was provided during the AHP application process or with a previous unit’s disbursement request), “Enclosed,” or, if the item does not apply to the project, “N/A.”
- Attach additional sheets if any explanations are required.

Step 3: Gather Required Documents

- Collect anything marked “Enclosed” on the AHP Habitat Disbursement Request form for inclusion in the request package to be transmitted to the FHLB by the Member contact. All documents pertaining to the project are required.
- Use the listings below to ensure the documentation provided meets the AHP requirements.

Step 4: Obtain Required Signatures and Submit to the Member Contact

- The project’s Sponsor contact must sign the AHP Habitat Disbursement Request form and then email the form with ALL required documents as ONE inclusive PDF or TIF attachment to the Member contact for submission to the FHLB.

Step 5: Member Submits the AHP Habitat Disbursement Request Form with All Required Documents to the FHLB via the Members Only Portal

- The Member contact should review the materials and then login to the Members Only page on the FHLB’s website to electronically submit the AHP Habitat Disbursement Request (Instructions on page 22 of this manual)

Required Documents Descriptions

- **Points of Note:** The Sponsor contact on record with the FHLB or acceptable alternative for the project must complete all sections and sign the Request Form.
- All documentation outlined below must be dated in the same year as the signature/date line on the applicants’ intake form/application unless otherwise noted.
- Please refer to the [AHP Implementation Plan](#) for definitions.
- Do not resubmit any project level documentation if it was previously submitted with another disbursement request package.



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| 1 | Certification of disbursement training completion | <p>Every year, prior to the submission of a pre-approval/disbursement request, the Sponsor is required to:</p> <ul style="list-style-type: none">View the full audio version (not the slides-only version) of the most current AHP Habitat Disbursements webinar which can be accessed on the Habitat Projects page under Webinars and Presentations; orAttend the current year AHP Disbursement Training Workshop. <p>Ideally this person should be the one assembling the request package. It cannot be a consultant or application preparer who is not employed by or a volunteer of the Sponsor organization.</p> |
| 2 | Household Pre-approval Status | <p>If the household has already been pre-approved by the FHLB, check Yes and proceed to Step 7.</p> <p>If the household has not been pre-approved by the FHLB, check No and proceed to Step 3.</p> |
| 3 | Income and Affordability Workbook | <p>Once you have completed the Income and Affordability Workbook for the household, submit the following pages:</p> <ul style="list-style-type: none">General Information worksheet (yellow tab)Income Calculation worksheet (light green tab) <p>The workbook can be found on the Habitat Projects page under Documents and Forms.</p> |
| 4a | Executed intake form or loan application | <p>Submit the intake form or loan application that includes the following:</p> <ul style="list-style-type: none">Signed and dated by all homebuyersMarital status of all household members aged 18+Income sources for all household members aged 18+ <p>FHLB will not accept a different/revised version of the application once it has been submitted.</p> <p>All verifications including income, first-time homebuyer, special needs, and homeless must be from the year the application is signed by the homebuyer.</p> |
| 4b | Documentation of AHP-assisted household size, if not stated on the intake form or loan application | <p>If the intake form or loan application does not list all occupants residing in the household, including their age/birthdate, submit an executed letter from the Sponsor stating the names and ages of all persons who are intending to reside in the AHP-assisted household. Refer to the Income Eligibility Guide to determine who should be included in household size.</p> |
| 4c | Third-party verification for all income sources for all household members that is dated in the same year as the application/intake form | <p>Submit income documentation for each income source listed on the intake form or loan application and for all household members aged 18+, even if they have no income. Follow the income calculation guidelines found in the FHLB Income Eligibility Guide for determining acceptable forms of income documentation and calculation methods.</p> <p>Submit one of the following as appropriate for each income source listed on the household's intake form/ loan application:</p> <ul style="list-style-type: none">Employment: two consecutive pay stubs, a verification of employment form from a third-party verification source or signed by the employer, or W2 (only acceptable for previous years' income). |



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| | | <ul style="list-style-type: none">• Self-employment: the two most recent <i>signed federal</i> tax returns with all schedules or the most recent <i>signed federal</i> tax return plus the current year's profit and loss statement signed by the income earner.• Child support or alimony: a court order or divorce decree (dated in any year), a notarized statement from the payer to the payee, or a payment history report from a child support enforcement agency.• Pension/retirement: two consecutive bank statements, an award letter (dated in any year), IRS Form 1099, or the most recent monthly pension account statement.• Assets/annuities: disclosure of the balance/value of the asset on the intake form or loan application, bank statements, or certification from a banker.• Rental income: a signed appraisal, a signed lease agreement, or a <i>signed federal</i> tax return showing rental income.• Social Security or disability: IRS Form 1099-SSA, an awards letter, or a payment history or other print-out from the Social Security Administration.• Unemployment compensation: two <i>consecutive</i> pay stubs, a government agency payment history, or a benefit notification letter signed by the authorizing agency.• Zero income: household member(s) aged 18+ self-certifies to zero income (see the Certification of Zero Income form available on the FHLB website). <p>Public assistance of any kind (including food stamps), student financial aid, Section 8 to Homeownership Assistance, and other comparable income is not included in the calculation of income for the household, but verification of the latter is needed for affordability purposes.</p> <p>Refer to the Income Eligibility Guide for a full list of income exclusions.</p> <p>All income documentation submitted must clearly identify the following information:</p> <ul style="list-style-type: none">• Household member's name(s),• Name of income source (employer, Social Security Administration, etc.), and• Amount and frequency of the income received from that source. |
| 5a | First-time homebuyer | Projects awarded points for "first-time homebuyer" must have an <u>applicant</u> that meets the definition in the AHP Implementation Plan to qualify and must submit one of the following supporting documents dated in the same year as the application/intake form: <ul style="list-style-type: none">• Indication on the intake form or loan application that the household has rented for the previous 3+ years.• A current, executed letter from the Sponsor indicating that the homebuyer(s) is(are) a first-time homebuyer(s) or meets one of the following:<ul style="list-style-type: none">○ An individual, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse,○ An individual, while married, owned a home with his or her spouse or resided in a home owned by the spouse,○ An individual or household who owns a home that:<ul style="list-style-type: none">▪ Is not intended as a dwelling; |



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| | | <ul style="list-style-type: none">▪ Is a “Mobile home” that was not originally assembled to meet nationally recognized standards or is not permanently affixed to a foundation that meets nationally recognized building code standards; or▪ Is not in compliance with state, local, or model building codes and cannot be brought into compliance for less than the cost of constructing a permanent structure. |
| 5b | Homeless Household | <p>Projects awarded points for “Homeless household” must have an <u>applicant</u> that meets the definition in the AHP Implementation Plan to qualify and must submit one of the following supporting documents dated in the same year as the application/intake form:</p> <ul style="list-style-type: none">• A dated and fully executed certification from the Sponsor regarding the household’s living conditions for “Overcrowded housing.” See the following examples:<ul style="list-style-type: none">○ Seven people residing in a two-bedroom apartment qualifies as overcrowded housing○ When a household is no longer able to continue their existing housing, and their recourse is to combine with another existing household.• A letter from the organization that gives notice of properties affected by the eminent domain process for homeowners displaced by eminent domain;• An executed and dated narrative from the Sponsor regarding the household’s loss of home due to a natural disaster;• A copy of the notice of condemnation or eviction for the property in which the household was living;• An independent inspection of the property where the household was residing indicating the property is uninhabitable and that repair/rehab is not economically feasible;• An executed and dated narrative from the Sponsor regarding the household’s lack of a fixed, regular, and adequate nighttime residence;• Notice from a supervised publicly or privately operated shelter indicating that the household was staying there;• Notice from an institution that provides a temporary residence for individuals intended to be institutionalized that the household was staying there; or• An appraisal or other comparable documentation indicating that the household’s primary nighttime residence is a “mobile home” that was constructed before 1976 and does not meet the requirements of the National Manufactured Housing Construction and Safety Standards. |
| 5c | Household with persons aged 60+ | <p>Projects awarded points for household with “Persons aged 60+” must have a household member that meets the definition in the AHP Implementation Plan to qualify.</p> <p>Submit government issued documentation to verify date of birth:</p> <ul style="list-style-type: none">• Driver’s License/ ID• Passport• Other government issued documentation that indicates date of birth |
| 5d | Household with special needs | Projects awarded points for “Special Needs” must have a household member that meets the definition in the AHP Implementation Plan to qualify. |



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| | <p>Submit one of the following supporting documents dated in the same year as the application/intake form (do NOT submit medical records):</p> <ul style="list-style-type: none">● “Physically disabled”:<ul style="list-style-type: none">○ Supplemental Security Income or other income that is explicitly identified as a disability benefit on the income documentation from a federal or state government agency, or○ A signed and dated letter from a licensed physician who attests that the household member is deemed physically disabled and that, by reason of this impairment, the person is unable to perform life roles in at least one of the major domains of living, working, learning, or socializing.● “Mentally disabled”:<ul style="list-style-type: none">○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or○ A signed and dated letter from a licensed psychiatrist, psychologist, clinical social worker, or other qualified professional who attests that the household member is deemed mentally disabled and that, by reason of this impairment, the person is unable to perform life roles in at least one of the major domains of living, working, learning, or socializing.● “Developmentally disabled”:<ul style="list-style-type: none">○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or○ A signed and dated letter from a licensed physician who attests that the household member is deemed developmentally disabled and that, by reason of this impairment, the person is unable to perform life roles in at least one of the major domains of living, working, learning, or socializing.● “Co-occurring disabled”:<ul style="list-style-type: none">○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or○ A signed and dated letter from a licensed psychiatrist, psychologist, clinical social worker, or other qualified professional who attests that the household member is deemed to have a comparable long-term co-occurring condition and that, by reason of this impairment, the person is unable to perform life roles in at least one of the major domains of living, working, learning, or socializing.● “Physically or emotionally abused”:<ul style="list-style-type: none">○ The household member or a third-party housing provider certifying that the household member is a victim of physical or emotional abuse, AND○ The household’s intake form or loan application that indicates that the household was living in a facility that protects persons from physical or emotional abuse or that the household plans to move to such a facility.● “Chemically dependent”: |
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| | | <ul style="list-style-type: none"><ul style="list-style-type: none">○ A signed and dated letter from the entity providing the recognized therapeutic program indicating that the household member has been in the program or○ A signed and dated letter from a licensed physician, psychiatrist, psychologist, or clinical social worker and indicates that the household member is diagnosed as chemically addicted.● “Persons with AIDS” Certification from a licensed physician that the household member has such a medical diagnosis.● “Persons aging out of foster care, an orphanage, or other residential facility”<ul style="list-style-type: none">○ Discharge or emancipation paperwork from an agency or the foster care/court system. <p>The FHLB will also consider other limiting factors and conditions in defining “special needs” to ensure no person or household will be unnecessarily or inadvertently excluded under the definition. Acceptable documentation must be submitted.</p> |
| 6 | Creation of opportunity for disadvantaged areas | Submit the FFIEC of the homebuyer's current residence at the time they apply to live in the AHP-assisted housing that they will purchase. The census tract must meet one of the following criteria: <ul style="list-style-type: none">● Tract minority percentage greater than 50%● Rural designation by USDA and have a family median income percentage less than 51%. |
| 7 | Evidence of completion | For every unit that involved construction or substantial rehabilitation work , submit one of the following: <ul style="list-style-type: none">● Signed copy of the certificate of occupancy● If a certificate of occupancy is not required for the work performed or the area in which the home is located does not issue certificates of occupancy, submit the following:<ul style="list-style-type: none">○ Final inspection signed by a certified/licensed third-party inspector verifying the work is complete and in compliance with the standards set forth in local code, and○ Copy of the inspector's license (active at the time of inspection).● If the builder uses inspections for individual systems instead of a whole-house inspector, the FHLB requires evidence the following have passed inspection:<ul style="list-style-type: none">○ Electrical,○ Heating and cooling,○ Plumbing, and○ Sewage. <p>Whichever form of documentation is submitted, it must be dated, and the date must indicate the work on the home was completed after the award of AHP funds to the project.</p> |
| 8 | Type of work completed: New construction or Rehabilitation for Resale | A project cannot receive AHP funds for a type of work not disclosed in the approved AHP application without first requesting a project modification. If “New construction” then: No separate documentation is required for this item, but the documentation provided with the packet should not contradict the type of work indicated here |



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| | | <p>unless the Sponsor submits a valid explanation. For example, the appraisal should not indicate improvements exist on land for which the “New construction” box is checked unless the Sponsor submits an explanation indicating improvements were demolished in order to complete the new construction.</p> <p>If “Rehabilitation” then:</p> <p>If the project received points and was approved for substantial rehabilitation the “Rehabilitation” box should be checked and the construction hard costs for the home must equal or exceed:</p> <ul style="list-style-type: none">• \$10,000 for projects approved in 2022• \$11,000 for projects approved in 2023• \$18,392 for projects approved in 2024• \$19,293 for projects approved in 2025 |
| 9 | Homeownership counseling | <p>Projects awarded points for “Homeownership Counseling” as defined in the AHP Implementation Plan must submit one of the following supporting documents for each household to verify they completed such counseling:</p> <ul style="list-style-type: none">• A current, executed letter from the Sponsor indicating the household participated in a counseling program that covered the required components listed below, or• A homebuyer counseling course completion certification from a counseling program that covered the required components listed below. <p>If the documentation specifically mentions the components of the course offering, the FHLB requires evidence the counseling covered at minimum home maintenance, creditworthiness, household budgeting, and mortgage financing. The FHLB encourages the counseling to include information on predatory lending.</p> |
| 10a | Donation of goods/professional services | <p>Projects awarded points for donation of goods/professional services with a value of \$500 or more (projects approved in 2022) and \$550 or more (projects approved in 2023 and forward) must provide documentation from the donor organization that includes the following:</p> <ul style="list-style-type: none">• Description of the donated goods or services• Name and/or address of the AHP-assisted unit(s) that received the donation(s)• The billable value of the donated goods or services• Signature from donor if a letter is provided <p>The donation must meet the following criteria:</p> <ul style="list-style-type: none">• A cost the FHLB deems eligible for AHP reimbursement, which excludes the costs mentioned in item #10 below• The documentation cannot come from the Sponsor, or an organization related to the Sponsor (see the FHLB’s definition of “Related parties”)• Cash and gift cards do not qualify as donations under this point category |
| 10b | Energy-efficient new construction | <p>Projects awarded points for building units to energy-efficiency standards must submit one of the following from a third party for each home. Projects approved in 2024 and prior can provide certification from any of the listed sources. Projects approved in 2025 must provide a certification that meets the standard for which the project was awarded points.</p> |



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| | <p>5 point certifications:</p> <ul style="list-style-type: none">• LEED Platinum or Gold Certification,• Passive House Certification,• Evergreen Sustainable Development Certification,• HERS Rating less than 55,• Department of Energy's Zero Percent Energy-Ready Home Certification (ZERH), or• National Green Building Standard's Emerald Certification <p>3 point certifications:</p> <ul style="list-style-type: none">• LEED Silver Certification, EarthCraft Certification,• HERS Rating between 55 and 62 (inclusive),• Department of Energy Home Energy Score of 7 or above, National Green Building Standard's Gold Certification,• Enterprise Green Communities Plus Certification, or• Energy Star / Energy Star Multifamily New Construction Certification, as applicable <p>1 point certifications:</p> <ul style="list-style-type: none">• LEED Certification aside from Platinum, Gold, or Silver,• WaterSense Homes Certification,• HERS Rating between 62 and 70 (not including 62),• National Green Building Standard's Silver or Bronze, or• a REScheck Calculation indicating the proposed design exceeds the 2021 International Energy Conservation Code by 15 percent or better. <p>Projects approved in 2024 and prior could also provide one of the following certifications:</p> <ul style="list-style-type: none">• Evidence from a HERS rater that the housing received a HERS rating of 85 or less to fulfill this commitment• Proof that the REScheck calculation for the home exceeds the 2012 Model Energy code by 15% or better• Another certification with similar characteristics with prior approval from the FHLB |
| 10c | <p>Creation of climate-resilient housing</p> <p>Projects awarded points for building climate resilient housing must submit one of the following from a third party for each home. Projects approved in 2024 and prior can provide certification from any of the listed sources. Projects approved in 2025 must provide a certification that meets the standard for which the project was awarded points.</p> <p>3 point certifications:</p> <ul style="list-style-type: none">• National Green Building Standard's Emerald Certification,• U.S. Resiliency Council Certification,• SITES Certification,• FORTIFIED Gold Certification,• REDi Gold or Platinum Certification,• Passive House Certification, or LEED Platinum Certification |



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| | | <p>1 point certifications:</p> <ul style="list-style-type: none">• National Green Building Standards' Green + Resilience Certification,• Evergreen Sustainable Development Certification,• FORTIFIED Roof Certification,• Enterprise Green Communities Plus Certification, REDI Silver Certification, or• FEMA Flood Certification (for housing at risk of flooding)• Another certification with similar characteristics with the prior approval of FHLB |
| 11a | AHP Sponsor Commitment Verification Form | <p>Submit the fully executed AHP Sponsor Commitment Verification form for projects awarded points in any of the following categories:</p> <ul style="list-style-type: none">• Marketing/outreach activities• Pre-development activities• Sponsor as general contractor on the project• Credit counseling/budgeting• Daily care services (2022 projects)• Education services (2022 projects)• Employment/skills training (2022 projects) <p>This form verifies the Sponsor has completed those activities meeting the FHLB's definitions as outlined in the AHP Implementation Plan. The form must be signed and completed in its entirety including check boxes and descriptions where indicated.</p> |
| 11b | Sponsor cash contribution | <p>Projects awarded points for the Sponsor cash contribution must list the contribution as a funding source on a signed AHP Habitat Development Budget for one or more units in the project.</p> <p>The total of all Sponsor contributions to all units in the project must be as follows:</p> <ul style="list-style-type: none">• Projects approved in 2022 must provide a donation of at least \$500• Projects approved in 2023 and forward must provide a donation of at least \$2,000 |
| 12 | AHP Habitat Development Budget | <p>The FHLB requires the submission of a completed and signed "AHP Habitat Development Budget" found on the Habitat Projects page under Documents and Forms. Follow the Instructions tab of the workbook to input all costs and permanent funding sources that went into the construction, rehabilitation, and/or acquisition of each home.</p> <ul style="list-style-type: none">• The total cost of the development of the unit must be included on the Budget.• All costs labeled "Other" must be described in the space provided.• Donated land, materials, or professional labor/services must show an offsetting source of funds associated with the value of each donation entered as a cost on the AHP Development Budget. <p>If the AHP Habitat Development Budget contains costs that FHLB deems as ineligible development costs, provide a statement from the Sponsor identifying which funding source listed on the Budget covered the ineligible costs. The AHP grant may be reduced by the amount of ineligible costs. Such costs include the following:</p> <ul style="list-style-type: none">• Sponsor operating costs such as volunteer or fundraising event expenses (including food or beverages) |



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| | | <ul style="list-style-type: none">• Gift cards/other gifts for volunteers or homebuyers• Office equipment• Construction tools• Lawn care items• Furniture• Personal items for homeowners such as bedding or dishware that will not be permanent fixtures of the home• Other items at the FHLB's discretion <p>ADDITIONALLY, the AHP Habitat Development Budget must list all of the permanent funding sources for the project (including AHP and Member/Sponsor cash contributions, as applicable), and the sum of all the permanent funding sources must equal the sum of all the costs listed for the unit. Do NOT include construction financing (that which will be repaid by the permanent funding sources) in the list of permanent funding sources for the project. If the funding sources for the property exceed the total costs, the home may not be eligible for the full amount of AHP funding requested.</p> <p>The Development Budget must show the full amount of the AHP funding being requested as a funding source to the home. The "AHP Requested" on the AHP Habitat Development Budget must match the "Final Amount Requested" as shown on the AHP Habitat Disbursement Request form for each unit.</p> <p>If the AHP Habitat Development Budget shows construction and/or bridge loan interest and/or fees, including prorated loan costs (points and fees) for any applicable loans, submit the AHP Loan Information Verification form (only required for projects approved in 2023 and forward). If the loan(s) are project level and used on multiple units in the project, the form is only required to be completed and submitted once unless any amounts reflected on a previous form have increased.</p> <p>The FHLB reserves the right to request back-up documentation for any and all items appearing on the workbook and will not allow the project contacts to make changes to the AHP Ownership Development Budget once they have been submitted to the FHLB.</p> |
| 13 | Current appraisal IF Habitat Note/Mortgage Amount exceeds all costs | <p>If the TOTAL COSTS on the AHP Habitat Development Budget do not equal or exceed the total Habitat Note/Mortgage Amount as shown on the Budget for all repayable mortgages to the homebuyer:</p> <ul style="list-style-type: none">• Submit a current appraisal signed by a state-licensed or –certified appraiser supporting the mortgage value(s), and• The appraisal must be dated within six months of the purchase by the homebuyer and show a value of the property that is higher than the mortgage value. <p>Do not submit an appraisal if the TOTAL COSTS to develop the project exceed the Habitat Note/Mortgage Amount shown on AHP Habitat Development Budget.</p> |
| 14 | Executed Notes and Mortgages (Deeds of Trust) for all loans | Provide copies of executed Notes and Mortgages (aka Deed of Trust) for all payable and forgivable loans to the homebuyer(s). This is required for all loans from any entity. |



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| | | <p>If there are no second loans made to the homebuyer (forgivable or not), submit a letter or e-mail to the FHLB indicating no second loan exists.</p> <p>The closing date of the first Note/Mortgage may not precede the date upon which the award of AHP funds was made to the project.</p> <p>Enter the amounts of the Notes on the AHP Habitat Development Budget as outlined below and provide an explanation for any discrepancies between the full amounts of the Note compared to what is entered on the Development Budget.</p> <ul style="list-style-type: none">• For Notes/Mortgages payable to the Habitat affiliate, enter the Mortgage Term, Mortgage Rate, and total Mortgage Amount in the first section of the Development Budget• Forgivable Notes/Mortgages payable to the Habitat affiliate should not appear anywhere on the Development Budget, however, executed copies must still be submitted to the FHLB.• For Notes/Mortgages that are payable and/or forgivable to an entity other than the Habitat affiliate, enter the full amount of the Note as a Funding source on the Development Budget. <p>If projects received points for the Sponsor's provision of permanent financing:</p> <ul style="list-style-type: none">• The term of the first Note/Mortgage must be at least 15 years, and• The Sponsor must close at least 51 percent of the permanent loans. <p>Important information to note:</p> <ul style="list-style-type: none">• Homebuyer(s) cannot occupy the property more than 30 days prior to closing. If the homebuyer(s) occupy the house prior to closing, the project could then be considered a rental project, thereby making it ineligible for AHP reimbursement for projects approved with ownership units.• The AHP grant should not be included in any Note or Mortgage, as it should not be passed to the homebuyer(s) in the form of a loan. Liens in any position other than the first may be made by any entity, including or not including those mentioned in the paragraph.• Only deferred loans that are from a third party must be shown on the AHP Development Budget. The Sponsor is required to provide the Note and Mortgage associated with the loan when it's from a third party. Any deferred loans that come from the Sponsor are not a direct source to the development of the project and may or may not be shown on the AHP Development Budget. The Note and Mortgage should still be provided, but the funds will should only be documented on the Budget as "Sponsor cash contribution." |
| 15a | Verification of property acquisition cost paid by the Habitat affiliate | The FHLB requires verification of the amount the Sponsor paid to acquire the property. The acquisition cost of all parcels that will be represented in the Deed transferring ownership to the homebuyer must be documented. Provide one of the following to verify the purchase price: <ul style="list-style-type: none">• A fully executed purchase contract, or• A settlement statement or closing disclosure signed by both buyer and seller or settlement agent, or• A Deed with price indicated, or• A signed letter from the grantor, or |



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| | | <ul style="list-style-type: none">• A signed copy of the foreclosure/sheriff's sale document, or <p>If the Habitat affiliate acquired the property by foreclosing on a partner family to which the affiliate had previously made a loan, only the true costs paid to a third-party can be added as acquisition costs. For example, back taxes to purchase the property through a sheriff's sale are eligible.</p> <p>The price documented in one of the formats mentioned above must match the amount entered for the Paid Building/Land on the AHP Habitat Development Budget. If the homebuyer acquired the property prior to the Sponsor's involvement in the project and the AHP Habitat Development Budget does not include the price the homebuyer paid, mark "N/A" for items #15a-15d on the AHP Habitat Disbursement Request form.</p> <p>The description of the homebuyer's property as contained in the Deed must tie to the document submitted for this item, or a different form of verification of the purchase price will be required. If the sponsor acquired parcel(s) that were re-configured to create new buildable lots, submit consolidation or lot split documentation such as surveys or plats and an explanation of the discrepancy.</p> <p>Do not resubmit the documentation for this item if previously submitted with another disbursement request package or with the approved AHP application. Mark "Already on File".</p> <p>If the Sponsor sold the land to the homebuyer, the FHLB needs evidence of how much the <i>Sponsor</i> paid for the land, not how much the <i>homebuyer</i> paid for the land. The amount the homebuyer paid for the land must be reasonable, and the FHLB will count any difference between the amount the Sponsor paid for the land and the amount they charged to the homebuyer (assuming the latter is higher) as developer fee.</p> <p>Note: The FHLB considers acquisition cost to be the amount the Sponsor paid to acquire the property from a third party. The FHLB will not recognize the cost shown on a Quit Claim Deed between the Sponsor and itself as documentation of acquisition cost.</p> |
| 15b | Verification the property was donated | <p>Projects awarded points for a certain number of units produced on property "donated" by an unrelated party to the Sponsor or homebuyer as defined in the AHP Implementation Plan, must submit one of the following documents indicating the Sponsor or homebuyer acquired the property without financial consideration:</p> <ul style="list-style-type: none">• A fully executed purchase contract, or• A settlement statement or closing disclosure signed by both buyer and seller or settlement agent, or• A Deed with price indicated, or• A signed letter from the grantor. <p>The documentation submitted above must meet the following requirements:</p> <ul style="list-style-type: none">• Verify that the Sponsor or homebuyer acquired the project's property from a third party without financial consideration (\$10 or less).• A long-term lease or ground lease for a term of at least 15 years provided without financial consideration or at \$10 or less also meets this definition. |



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| | | <ul style="list-style-type: none">• The property must also have been donated by a third party within five years of the AHP application deadline.• If the property was donated more than five years ago, the market value of the land can be shown as a source and a use on the budget, but it does not have to appear there and does not count as a donated property for scoring.• The description of the homebuyer's property as contained in the Deed must tie to the document submitted for this item, or a different form of verification of the purchase price will be required. <p>Important information to note:</p> <ul style="list-style-type: none">• If the Sponsor paid any substantial acquisition costs, including back taxes or loan payoffs, the property does not meet the FHLB's definition of "Donated property."• Conveying land or property for less than full value does not constitute a donation.• Part of a property cannot be considered "Donated property" unless that part is individually identified and conveyed separately from other parts. <p>Do not resubmit the documentation for this item if previously submitted with another disbursement request package or with the approved AHP application.</p> |
| 15c | Verification the acquisition price paid by the Habitat affiliate is at least 50% below market value | <p>Projects awarded points for property acquired at an "amount significantly below market value" as defined in the AHP Implementation Plan, will be verified by comparing the value from the appraisal or Property Value Assessment submitted was at least twice its purchase price. This documentation will verify the value of the property as acquired, prior to any improvements being made.</p> <p>Depending on the project's commitments, there may also be a requirement for the property to have been purchased from an unrelated party within five years of the AHP application deadline for the offering in which the project was approved to fulfill this commitment.</p> <p>Do not resubmit the documentation for this item if submitted with a previous disbursement request package or with the approved AHP application.</p> |
| 15d | Appraisal or Property Value Assessment to document the value of the property acquired | <p>If land acquisition costs or donated land value are included on the AHP Habitat Development Budget, the FHLB requires verification of market value prior to performing any work on the property. Submit one of the following:</p> <ul style="list-style-type: none">• An appraisal signed by a state-licensed or -certified appraiser showing the "as-is" value of the property generally dated within six months of the Sponsor's acquisition, or• A Property Value Assessment from the county auditor's office showing the value of the property generally dated within six months of the Sponsor's acquisition. <p>If no amount is entered for the Paid Land/Building of Donated Land Value section of the AHP Habitat Development Budget, nothing needs to be provided for this item.</p> <p>Independent of any points awarded to the project, the appraisal or Property Value Assessment must show a value equal to or in excess of the sales price to the</p> |



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| | | <p>Sponsor. If the sales price exceeds the value, the FHLB will reduce the AHP grant by the difference.</p> <p>Property transfers involving “Related parties” as defined in the AHP Implementation Plan, an independent appraisal is required instead of a Property Value Assessment.</p> |
| 16 | FFIEC detailing the location and demographic information for the AHP-assisted unit. | <p>To obtain the FFIEC for the AHP assisted unit, visit https://geomap.ffcic.gov/ffiecgeomap/ and perform a search for the address of the AHP assisted unit.</p> <p>If the address is found:</p> <ul style="list-style-type: none">• Click on the “Census Demographic Data” button• Click the print icon within the data box and submit this page <p>If no results are found:</p> <ul style="list-style-type: none">• Click the box labeled “User Select Tract” located on the left side of the screen.• On the map, find the location of the unit and click once on that location• The location will now be identified with a dot and the data for that location will be completed on the left side of the screen• Print and submit this page showing the map and the attempted address, and then• Click on the “Census Demographic Data” button under the User Selected Tract, then click the print icon in the data box• Include both pages with the request |
| 17 | Evidence of ALL outside funding sources shown on the approved AHP application and additional sources as listed on the AHP Habitat Development Budget, including copies of all executed funding grant agreements | <p>The FHLB requires evidence of commitment from all permanent funding sources besides AHP that are providing funds to the project, including funding from HOME, AHTF, etc. Acceptable funding sources are cash contributions from the Member or Sponsor, homebuyer down payments, permanent debt, funding from a local, state, or federal government agency, foundation grants or loans, or other loans, grants, or contributions used to pay project development costs.</p> <p>If the project received points for eligible outside funding, then those exact sources must be applied to at least one unit in the project. If the Sponsor was awarded additional sources after the project was approved, they can be utilized, but that does not eliminate the requirement to use the sources approved in the AHP application.</p> <p>Provide signed copies of grant agreements with all exhibits and/or attachments for all funding sources that do not require repayment and provide signed Notes and Mortgages (aka Deeds of Trust) for all repayable funding sources. The FHLB does not require back-up documentation for fundraising and cash contributions that did not require an official application process.</p> <p>IF...</p> <ul style="list-style-type: none">• the approved AHP application indicates a funding source besides the Sponsor and AHP will be providing funds to the project, the FHLB |



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| | | <p>expects to see an amount from that funding source on the AHP Habitat Development Budget for at least one unit in the project.</p> <ul style="list-style-type: none">• If the Sponsor did not receive an award from a funding source identified in the approved AHP application, communicate this information to the FHLB. <p>Grant agreements or Notes that apply to more than one household in the project need only be submitted with the first disbursement request package to use those funds.</p> |
| 18 | Deed evidencing the property is in the name of the homebuyer and the FHLB retention language is inserted, attached, or in a separate restrictive covenant | <p>Submit a fully executed copy of the Deed that transfers ownership of the property to the homebuyer(s) from a third party. In order to be eligible for reimbursement with AHP funds, the homebuyer(s) need to have fee simple interest in the property.</p> <p>If an executed will or proof of a life estate will serve as evidence that the homebuyer(s) have site control of the property, contact the FHLB prior to submitting documentation.</p> <p>The language for the property description as shown in the Deed must match the language for the property description as shown in the acquisition documentation. For example, provide the county property assessment/card to tie the deed to the property if the address is not specified in the Deed.</p> <p>The Deed or a restrictive covenant to the Deed must contain the MOST CURRENT version of the FHLB's retention language. The retention language is included in the current AHP Implementation Plan found on our website. If the retention language is included in the Deed as an exhibit or addendum, the body of the Deed must reference the exhibit or addendum, or the FHLB will require a recorded copy of the Deed to verify the language was attached appropriately.</p> <p>Please note, the retention language changes periodically, and ONLY the most current language found on the Habitat Projects page under Documents and Forms will be accepted. Check the language prior to including the retention language in any legal document.</p> |
| 19a | Bridge or construction loan | If the project received a point for the Member's provision of a bridge or construction loan, submit signed copies of the Note and Mortgage (aka Deed of Trust) associated with such a loan showing the Member as the lender on the loan. If it is an unsecured loan or line of credit, then submit proof that there has been a draw on the loan that ties to the project. There are no principal requirements. |
| 19b | Below-market rate on the permanent, construction, or bridge loan | If the project was awarded a point(s) for the Member's provision of a below-market rate on the permanent, construction, or bridge loan to the project, submit one of the following: <ul style="list-style-type: none">• Fully Executed Member Commitment Verification Form, or• A current, signed letter from the Member specifying the rate discount (0.50% or 1%) and which loan was discounted. |
| 19c | Member contribution | If the project was awarded a point for Member cash contribution, submit one of the following: <ul style="list-style-type: none">• Fully executed Member Commitment Verification Form, or• A current, executed letter from the Member that indicates the amount of the cash contribution, or• A copy of the Member's cancelled check to the project/Sponsor |



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| | | <p>The contribution must be listed as a funding source under “Member Contribution” on a signed AHP Habitat Development Budget for one or more units in the project.</p> <ul style="list-style-type: none">• Projects approved in 2022 must receive a donation of at least \$750• Projects approved in 2023 and forward must receive a donation of at least \$2,000. |
| 19d | Servicing of homebuyers’ loans at no cost to the Habitat affiliate | <p>Projects awarded points for the Member’s willingness to service homebuyers’ loans originated by the Sponsor at no cost to the Sponsor, must verify the project earned this point with one of the following:</p> <ul style="list-style-type: none">• Fully executed Member Commitment Verification Form, or• Language in the Note indicating where the payments will be made for each household, or• A current, executed letter from the Member mentioning the loan(s) has(have) been set up on the Member’s servicing system and the Sponsor will not be charged for this, or• A screen shot of the Member’s servicing system showing each loan has been set up on the Member’s system. |
| 20 | AHP Verification of Project Loan Information Form (for projects approved in 2023 and forward) | <p>If the project was approved in 2023 and forward, complete the AHP Verification of Project Loan Information form, available at https://www.fhlbcin.com/. Loan rates and fees are subject to limitations per the current AHP Implementation Plan. Projects approved in 2022 should mark “N/A” for this item.</p> <p>The purpose of the form is to disclose all construction and/or bridge loans made to the project, regardless of any points earned in the AHP scoring system for Member providing such loans.</p> <ul style="list-style-type: none">• For projects that received points for Member provision of a construction or bridge loan, complete the form AND refer to the documentation requirements in 19a and 19b.• For projects that did not receive points for Member provision of a construction or bridge loan, additional documentation is not required but may be requested at FHLB’s discretion. <p>If the AHP Habitat Development Budget shows construction and/or bridge loan interest and/or fees, including prorated loan costs (points and fees) for any applicable loans, submit the AHP Loan Information Verification form (only required for projects approved in 2023 and forward). If the loan(s) are project level and used on multiple units in the project, the form is only required to be completed and submitted once unless any amounts reflected on a previous form have increased.</p> |

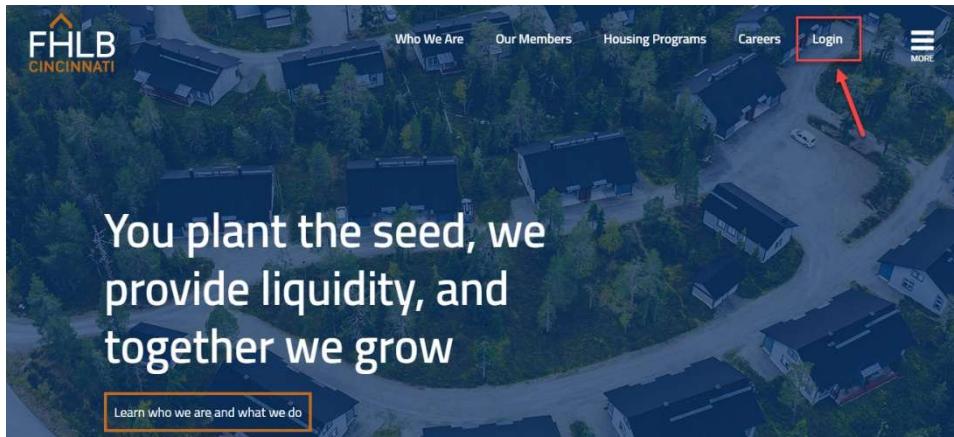


Instructions for the Member's Submission of the Disbursement Request to FHLB

All Ownership Pre-approval Requests and Habitat, Ownership, and Owner-occupied Rehab Disbursement Requests must be submitted online through the Members Only portal at www.fhlbcin.com. Sponsors should complete the updated Disbursement Request Forms, attach the appropriate documentation as indicated on the forms, and forward it all to the Member via email. The Member should save the form and attachment as one PDF or TIF, so it can be uploaded.

How do I access Members Only?

1. Click on 'Login' at the top of any page on our website and enter your credentials. If you do not have login credentials or cannot remember them, please contact our Service Desk at 800-781-3090 or servicedesk@fhlbcin.com.



Sign In

Username

Password

Sign In

Need help signing in?



2. Select 'Housing' from the top banner.

FHLB CINCINNATI Members Only Rates Reports Inbox (32) Search FHLB
 Borrow Deposits Safekeeping Funds Transfer Your Stock **Housing** MPP/LAS

3. Choose 'Affordable Housing Program Ownership Disbursements' from the left-hand menu.

FHLB CINCINNATI Members Only Rates Reports Inbox (32) Search FHLB
 Borrow Deposits Safekeeping Funds Transfer Your Stock Housing MPP/LAS

DDA **Damon v. Allen** SVP, Housing and Community Investment Officer **What can my team help with today?**

Housing and Community Investment

Link to online applications Affordable Housing Program Online Application System (OASYS): <https://oasys.fhlbcin.com/Account/SSO>
Closed for new applications.

Suspension and Debarment Affordable Housing Program Ownership Disbursements: <https://hsgforms.fhlbcin.com/ahp>
Available year round.

How do I submit a request?

4. On the Affordable Housing Program home page, click on the AHP Disbursements box. There are links on the page that will take you to the manuals, which explain what documents should be submitted for each type of request.

FHLB CINCINNATI MEMBERS ONLY CHANGE INSTITUTION HOUSING LINKS **AHP Disbursements**
HOUSING PROGRAM FORMS

Affordable Housing Program

Main Menu

AHP Pre-Approval

AHP Disbursements

Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the process and for complete program guidelines, reference the appropriate manual.

[AHP Pre-Approval Manual](#)

[AHP Habitat Disbursement Manual](#)

[AHP Ownership Disbursement Manual](#)

[AHP Owner-occupied Rehab Disbursement Manual](#)



5. When completing the Disbursement Request Form, first choose the type of project: Habitat, Owner-Occupied Rehab, or Ownership. Then find the appropriate project number from the dropdown list. Next, answer the question “Has the household already been pre-approved for this project?” If the answer is Yes, select the name of the applicant that has already been pre-approved then skip to step #6 of these instructions.

Affordable Housing Program

Disbursement Request

Main Menu

Member Information

Form Information

Applicant Information

If the answer is No, then enter the applicant and co-applicant names using proper case (the form will not accept all upper or all lower-case letters), then enter the household size. Next, you must click on +Add new Occupant (even if the applicant is the only member of the household) and enter all household members as shown on the Sponsor’s intake application. There are How-To directions on the form that explain how to create the occupant list. The number of occupants entered here must match your answer to the household size question asked above. This means that even if the applicant is the only person residing in the household, you will still need to enter their name in the Occupant’s Name section (in addition to the Applicant section.)



Applicant Information

Has the household already been pre-approved for this project?

Yes No

Applicant

First Name:

MI:

Last:

Co-Applicant: (if applicable)

First Name:

MI:

Last:

Household Size: (Number of people who will reside in home)

Household Occupants: [How-To](#)

[+ Add new Occupant](#)

| Occupant's Name | Relationship to Applicant | Age |
|-------------------------------|---------------------------|-----|
| No occupants currently added. | | |

6. Next, answer the targeting and source of income questions, and enter the annual gross household income amount. This information can be found on the FHLB Housing & Community Investment (HCI) *Income Calculation Worksheet* found in the Sponsor's attachment. All income questions must be answered, and the annual gross household income field must be completed. Once the household size and the annual gross household income fields (along with the county, and state fields below) have been completed, a message will appear below the annual gross household income field that shows the household income as a percentage of the Affordable Housing Program limit for the selected county. If the message states the income exceeds the limit for the Affordable Housing Program, the request may still be submitted. After clicking on the Submit button, a pop-up box will appear asking if you still want to submit the request. Click Yes if you still want to submit the request or click No if you need to go back and change your entries or decide not to submit the request. Note: The form will not allow you to submit if any field or question is left blank (except for the co-applicant field).



Is any applicant a first-time homebuyer?

Yes No

Does any occupant meet FHLB's homeless definition?

Yes No

Does any occupant meet FHLB's elderly definition?

Yes No

Does any occupant meet FHLB's special needs definition?

Yes No

Does any occupant in the household have income from any of the following sources?

Wages and Salaries? Yes No

Overtime? Yes No

Commissions? Yes No

Bonus? Yes No

Tips? Yes No

Self Employment? Yes No

Alimony? Yes No

Child Support? Yes No

Rental Income? Yes No

Workers Compensation? Yes No

Social Security? Yes No

Supplemental Social Security? Yes No

Pension? Yes No

Annuities? Yes No

Armed Forces? Yes No

Retirement Funds? Yes No

Other? Yes No

Annual Gross Household Income:

\$28,250.00

The total household income is 36.45% of the Affordable Housing Program limit for the selected county.



7. Complete the property information fields, including the unit size.

Property Information

Address: _____
If the complete subject property address is unknown, enter "To be determined"

City: _____ State: _____ Zip: _____ County: _____

Unit Size: _____
 Single-family Two-family (Duplex) Three-family (Triplex) Four-family (QuadPlex)

8. Enter the AHP grant requested. Note: The amount entered cannot exceed the maximum allowed for the project type.

AHP grant requested: _____ (May not exceed \$50,000.00)

9. Complete the mortgage information fields. Enter the term and amortization fields as months, not years. The interest rate field can be zero but cannot be higher than the current year maximum. Choose the first mortgage loan product and enter the loan amount. If there will be a second mortgage, answer Yes to the question and the fields will appear. These fields are necessary to calculate household affordability.

Mortgage Information

1st Mortgage:

Term: _____ months Amortization: _____ months Interest rate: _____ percent (rate cannot exceed 7.50%)

Loan Amount: _____

The first mortgage loan product is:
 Conventional FHA VA RHS/USDA Habitat NA Other

Is the Member providing the loan and servicing the loan?
 Yes No

Is the Member servicing the loan, but not providing the loan?
 Yes No

2nd Mortgage:

Is there a second mortgage? Yes No

Term: _____ months Amortization: _____ months Interest rate: _____ percent (rate cannot exceed %)

Loan Amount: _____

The second mortgage loan product is:
 Conventional FHA VA RHS/USDA Habitat NA Other



10. The person completing the online form should enter their name and phone number. Note: This does not have to be the same person designated as the project contact. The person completing the form should also check the box indicating “The individual signing this request certifies they are authorized to make such requests and representations contained herein on behalf of the project Member, all information provided is true and accurate, and they have read and understand the requirements for the program mentioned in the AHP Ownership Disbursement Manual”. Note: The manual named in the certification will change depending on the project type identified at the top of the form (i.e., Habitat, Owner-Occupied Rehab, or Ownership).

Contact Information

Please provide the name and phone number of the person completing the form.

Name:

Phone #:

The individual signing this request certifies they are authorized to make such requests and representations contained herein on behalf of the project Member, all information provided is true and accurate, and they have read and understand the requirements for the program mentioned in the AHP Ownership Disbursement Manual.

I agree

11. The Sponsor completed AHP Disbursement Request Form with the supporting documentation must be uploaded as one attachment, preferably a PDF or TIF. Click on Select Files, find the attachment on your computer, and double click the file. Then click on the Submit button.

Upload Documentation

* Attach the Sponsor completed AHP Disbursement Request form with all supporting documentation.

Please note: Rule-10

* File will need to be re-selected if there are errors on the page.

* Allowable file extensions: .pdf, .doc, .docx, .tif

* Max file size: 20 MB

* All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as &, \$, #, @, or !

* Max number of files allowed: 1

Select files...

Submit

12. If any field was not completed or a question was not answered, the Member will see a list of errors in red at the top of the page and the field or question will also appear in red. Correct all fields and answer all questions, re-upload the attachment, and click on the Submit button again. Note: When an error message is received, the attachment is automatically deleted. The attachment must be uploaded again once all errors have been corrected. If a duplicate request is submitted, a pop-up box will appear indicating it is a duplicate request and you should just click Yes to submit it.



Affordable Housing Program

Disbursement Request

Main Menu

- The Unit Size field is required.
- The Loan Amount field is required.
- Must select the type of loan product the homebuyer applied for.
- You must Accept the AHP Pre-Approval terms.

Member Information

Member: [REDACTED]

User: [REDACTED]

Form Information

Habitat Owner-Occupied Rehab Ownership

202801 [REDACTED]

Applicant Information

Applicant

First Name:

Another

MI:

[REDACTED]

Last:

Example

Co-Applicant: (if applicable)

First Name:

Onemore

MI:

[REDACTED]

Last:

Example

Household Size: (Number of people who will reside in home)

2

Household Occupants: [Home To](#)

Add new Occupant

| | Occupant's Name | Relationship to Applicant | Age |
|--------|-----------------|---------------------------|-----|
| Delete | Another | Self | 35 |
| Delete | Onemore | Spouse | 35 |

Has the household already been pre-approved for this project?

Yes No

Property Information

Address:

1234 Anywhere Road

City:

Alexandria

State:

KY

Zip:

41001

County:

Campbell

Unit Size:

Single-family Two-family (Duplex) Three-family (Triplex) Four-family (Quadplex)

The Unit Size field is required.



How do I know if FHLB received my request?

13. If all fields were completed and an attachment was correctly uploaded, the Member will see a “successfully submitted” message.

The screenshot shows the FHLB Cincinnati website with a dark blue header. The header includes the FHLB Cincinnati logo, navigation links for 'MEMBERS ONLY', 'CHANGE INSTITUTION', and 'HOUSING LINKS', and a 'Main Menu' button. The main content area displays a message: 'Your Affordable Housing request has been successfully submitted. However, this does not constitute an approval of funds. Please do not use the Back button or refresh the page, as this may cause your request to be submitted again. All requests are reviewed in the order received. Please allow at least four weeks for it to be processed. Should you have any questions, please contact the Affordable Housing Program staff at 1-888-345-2246.'

2. Affordable Housing Program

Disbursement Request

Main Menu

Your Affordable Housing request has been successfully submitted. However, this does not constitute an approval of funds.

Please do not use the Back button or refresh the page, as this may cause your request to be submitted again.

All requests are reviewed in the order received. Please allow at least four weeks for it to be processed.

Should you have any questions, please contact the Affordable Housing Program staff at 1-888-345-2246.

14. Click on the Main Menu button to go back to the home page and enter more requests. Note: A list of all Pre-Approval Requests and Disbursement Requests submitted online by the Member will appear on the home page.

The screenshot shows the FHLB Cincinnati website with a dark blue header. The header includes the FHLB Cincinnati logo, navigation links for 'MEMBERS ONLY', 'CHANGE INSTITUTION', and 'HOUSING LINKS', and a user profile icon. The main content area displays a table titled 'Affordable Housing Program' with two rows: 'Pre-Approval Requests' and 'Disbursement Requests'. The 'Disbursement Requests' row is highlighted with a red border and contains a single entry: 'Doe, John' (Applicant), '1/3/2022 2:17:15 PM' (Submission Date), and 'Submitted' (Status).

Affordable Housing Program

Main Menu

[AHP Pre-Approval](#) [AHP Disbursements](#)

Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the process and for complete program guidelines, reference the appropriate manual.

[AHP Pre-Approval Manual](#)
[AHP Habitat Disbursement Manual](#)
[AHP Ownership Disbursement Manual](#)
[AHP Owner-occupied Rehab Disbursement Manual](#)

The following requests have been submitted for [REDACTED]:

Pre-Approval Requests

| Applicant | Submission Date | User | Status |
|-----------|---------------------|------------|-----------|
| Doe, John | 1/3/2022 2:17:15 PM | [REDACTED] | Submitted |

Disbursement Requests

| Applicant | Submission Date | User | Status |
|-----------|---------------------|------------|-----------|
| Doe, John | 1/3/2022 2:17:15 PM | [REDACTED] | Submitted |



15. A status of “Submitted” means your request has been completed online but has not yet been received in our database. A status of “Received” means your request has been completed online and received in our database. **Neither status constitutes an approval of funds.** Requests download into the FHLB database in two-hour intervals beginning at 7:00am ET and ending at 7:00pm ET. Requests received after hours, over the weekend, or on a holiday, will download the following business day. Once a request is downloaded, both the Member and the Sponsor contacts identified on the project, will receive an email confirmation for the request. The confirmation consists of a cover letter and a copy of the online request form.

Sample Cover letter.



221 East Fourth Street
Suite 600
Cincinnati, OH 45202
T (513) 852-7500
F (513) 852-7600
www.fhlbcin.com

November 22, 20■■■■■

■■■■■
■■■■■ Bank
■■■■■
Suite ■■■■■

RE: 202001-0 ■■■■■

Dear ■■■■■.

Your Affordable Housing Program Request and supporting documentation has been received.
This transmittal does NOT constitute an approval of funds.

Please allow at least four weeks for the request to be reviewed. If additional information is required, an email will be sent to the Member and Sponsor contact requesting the additional information and/or documentation.

Regards,

Damon V. Allen
Senior Vice President

Please reference our Affordable Housing Program Manuals available at www.fhlbcin.com for complete program guidelines.

BUILDING STRONGER COMMUNITIES



Sample Disbursement Request Form.



2022 Affordable Housing Program AHP Disbursement Request

November 22, 2022

Member Information

Member: [REDACTED]
User: [REDACTED]

Form Information

Project Type: [REDACTED]

Applicant Information

Applicant Name: [REDACTED]
Has the household already been pre-approved for this project? [REDACTED]
Household Size: [REDACTED] (Number of people who will reside in home)

Annual Gross Household Income: \$ [REDACTED]

Property Information

Address: [REDACTED]
City: [REDACTED] State: [REDACTED] Zip: [REDACTED] County: [REDACTED]
Unit Size: Single-family

Affordable Housing Program grant requested: \$ [REDACTED]

Mortgage Information

1st Mortgage

Term: 360 months
Amortization 360 months
Interest rate: 0.0000% percent
Loan Amount: \$ [REDACTED]

What type of loan product did the homebuyer apply for? [REDACTED]
Is the Member providing the loan and servicing the loan? [REDACTED]
Is the Member servicing the loan, but not providing the loan? [REDACTED]

2nd Mortgage

Term: 360
Amortization 360
Interest rate: 0.0000% percent
Loan Amount: \$ [REDACTED]

Contact Information

Name: [REDACTED]
Phone #: [REDACTED]
Member Contact: [REDACTED]

The individual signing this request certifies they are authorized to make such requests and representations contained herein on behalf of the project Member, all information provided is true and accurate, and they have read and understand the requirements for the program mentioned in the AHP Habitat Disbursement Manual.
Accept



16. When all requests have been submitted, click on Logout at the top of the page.

Affordable Housing Program

Main Menu

[AHP Pre-Approval](#) [AHP Disbursements](#)

Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the process and for complete program guidelines, reference the appropriate manual.

[AHP Pre-Approval Manual](#)

[AHP Habitat Disbursement Manual](#)

[AHP Ownership Disbursement Manual](#)

[AHP Owner-occupied Rehab Disbursement Manual](#)



Frequently Asked Questions and Common Mistakes

Below is a list of frequently asked questions and common mistakes that often occur when requesting a disbursement of funds. They are being provided in an attempt to assist Members and Sponsors in expediting the disbursement process.

Frequently Asked Questions

Q. Why does the FHLB require documentation before releasing funds?

A. The FHLB cannot disburse AHP funds until we determine through the documentation provided the funds are necessary, the project is financially and economically feasible, and in compliance with the terms of the approved AHP application. By withholding funds until assessments from all of these perspectives have taken place, the FHLB reduces the potential for recapture of funds. Documentation is necessary to ensure compliance with the federal regulations that govern the Affordable Housing Program.

Q. If I received approval for an AHP grant, why do I need to send updated financial information when I request a disbursement of AHP funds?

A. The award of AHP funds for your project is a commitment to fill the financial gap that you have identified. The FHLB is required to analyze a project's final financial structure prior to disbursing AHP funds in order to determine that AHP subsidy is still needed and the level of that need. The FHLB also needs to ensure that costs are reasonable. In most cases, our analysis process should not be cause for undue concern since the vast majority of projects continue to demonstrate the need for the full amount of the AHP award.

Q. Is it possible to obtain funds prior to completion of the project?

A. The FHLB does not currently allow draws of AHP funds prior to completion of units for projects involving the construction, rehabilitation, or acquisition of homes by or for homeowner households. Please request AHP funds as units are completed; do not wait until all units in the project have been completed to begin requesting AHP funds.

Q. Does the FHLB have a standard retention document?

A. Yes. The retention language is available on the FHLB's website under Housing Programs / Affordable Housing Program / AHP Disbursement Documents and Forms. The retention language is different for rental projects, so be sure to pull the correct language from the website.

Q. How will I know if a submitted request is approved?

A. A Confirmation of AHP Funds Disbursement will be e-mailed to the Member and Sponsor contacts on file to confirm deposit of the AHP funds into the Member's Demand Deposit Account here at the FHLB.

Q. How will the Member institution receive the AHP funds after a request for funds has been approved?

A. The FHLB will credit the Member's Demand Deposit Account with the FHLB for the amount approved.

Q. How long does it take to receive funding once the FHLB has received a completed AHP Habitat Disbursement Request and all supporting documentation?

A. Typically, the FHLB will require up to 30 days for reviewing the disbursement request and providing the funds. If additional information is required, it will take longer.



Q. We have had significant turnover within the organization since our application for AHP funds was approved. Are there any resources to improve our familiarity with the program and the approval process?

A. Please watch the “Habitat Disbursement Overview” and “Filling out the AHP Habitat Budget and Feasibility” webinars which can be accessed on the [Habitat Projects](#) page under Webinars and Presentations. You can also request a copy of the project’s AHP Application Scoring Sheet and/or approved AHP application if you do not have one. You may contact the Housing and Community Investment Department at AHPDisbursement@fhlbcin.com or call 888-345-2246. Also, be sure to notify the FHLB of staffing changes so that we can update our records.

Q. Does the retention document have to be recorded prior to receiving a disbursement of AHP funds?

A. No. The FHLB will require a signed document to be submitted prior to disbursement of funds to the Member but will only require a legally recorded copy of the document if the required references to the retention language in the body of the document are missing or other issues with the document arise.

Q. Will HOME or other retention documents be accepted as evidence of long-term FHLB retention?

A. No. The most current version of the FHLB’s retention language must be included in the project’s warranty Deed or recorded in a restrictive covenant that references the Deed. See the [AHP Implementation Plan](#) for instructions on how to properly convey this restriction.

Q. Can a homebuyer receive cash back at closing?

A. No. This is strictly prohibited and will result in the reduction of the AHP grant.

Q. Can I request funds for a household even though the household has not yet been pre-approved for AHP funds?

A. Yes. Sponsors who are using AHP funds to assist in the acquisition, creation, or rehabilitation of housing to be owned by AHP-eligible households have the option to submit a pre-approval request at the time of your disbursement request or prior to the completion of the work on the home or the closing of the loan for each household. Please refer to the AHP Pre-approval Manual and Webinars available on the [Pre-Approvals](#) page for more information on the pre-approval process.



Common Mistakes

In order to assist our Members and Sponsors with receiving funds in a timely manner, we have included a list of common mistakes that often delay the processing of AHP Habitat Disbursement Requests.

- The AHP Habitat Disbursement Request is incomplete or not signed by the Sponsor. All questions should be answered. If a question is not applicable to your project's type or the project was not awarded points for a particular scoring criterion, check the "N/A" box in the space provided. Submit an explanation indicating why you believe the item does not pertain to your project if an "N/A" box is not available for that particular item.
- The person(s) assembling the Required Documents for the disbursement request package is not familiar with the FHLB's requirements or the commitments the project made in its approved AHP application. See this manual or the AHP Disbursements for Habitat Projects webinar to familiarize yourself with the FHLB's requirements. Contact the Housing and Community Investment Department at AHPDisbursement@fhlbcin.com or call 888-345-2246 for a copy of the project's AHP Application Scoring Sheet and/or approved AHP application if you do not have one.
- The disbursement package contains documentation that contradicts other documentation included in the disbursement request package or documentation submitted with the approved AHP application.
- Required documentation does not contain the required signatures.
- All of the funding sources listed in the approved AHP application or used for the homebuyer were not documented with executed grant agreements or Notes/Mortgages (Deeds of Trust), or the AHP Habitat - Development Budget provided did not indicate use of these sources.
- Verification of land/acquisition cost and/or market value was not submitted and/or does not tie to the amount on the AHP Habitat -Development Budget or the property referenced in the borrower's Deed.
- The Sponsor or Member is delinquent with regard to additional information submission or reporting or compliance requirements of the FHLB for the project being submitted or others.
- The homebuyer's Deed or restrictive covenant does not contain the FHLB's retention language, contains old language, or does not reference attached language.
- The project or older projects in which the Sponsor is involved does not appear they will fulfill all required commitments, requires a modification, or may not be fully funded prior to the AHP commitment expiration date.
- Documentation that was submitted with the approved AHP application was submitted again to verify that the project has met its scoring criteria. The FHLB accepts documentation that was submitted with the AHP application for some items; see the "Already on file" column of the AHP Habitat Disbursement Request form for examples of these items in conjunction with the descriptions of the Required Documents for these items above. For all other items, the FHLB requires updated documentation.
- The household's mortgage payments do not meet the FHLB's affordability requirements.
- The amount of AHP requested as shown on the AHP Habitat -Development Budget differs from the amount requested on the AHP Habitat Disbursement Request form and so requires further clarification.