

AHP Habitat Disbursement Request

Effective January 1, 2019

Homebuyer Name:			
Homebuyer Address:	In a QCT? Yes/No		
Member Name:			
Sponsor Name:			
Project Number:			
Total Initially Awarded:	\$	Final Amount Requested:	\$

Refer to the AHP Habitat 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. Habitat for Humanity affiliates that will not be providing their own mortgage products to the homebuyers but will be utilizing a third-party lender should use the AHP Ownership Disbursement Manual and Request Form.

Required Documents:	Already on file	Enclosed	N/A
1. Date of disbursement training completion: ____/____/____		←	
2. Evidence of completion (Certificate of Occupancy et al.)		<input type="checkbox"/>	
3. Type of work completed for this home: <input type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition only		←	
4. Evidence that the household attended homeownership counseling		<input type="checkbox"/>	<input type="checkbox"/>
5. Verification that the following services to which the approved AHP application committed were provided, if applicable:			
a. 8 hours of landscaping labor from a community organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Donation of at least \$500 in goods/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Fee waiver from the local government of at least \$500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Energy-efficient new construction		<input type="checkbox"/>	<input type="checkbox"/>
e. Adaptive reuse	<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, construction/rehabilitation activities, credit counseling/ budgeting, daycare services, education services, and/or employment training/ skills via a completed and executed AHP Sponsor Commitment Verification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Sponsor cash contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. AHP Habitat Final Development Budget		<input type="checkbox"/>	<input type="checkbox"/>
8. Current appraisal IF Habitat Note/Mortgage Amount exceeds all costs		<input type="checkbox"/>	<input type="checkbox"/>
9. Executed notes and mortgages (deeds of trust) for all loans		<input type="checkbox"/>	

Required Documents:	Already on file	Enclosed	N/A
10. Property acquisition information: a. Verification of property acquisition cost paid by the Habitat affiliate b. Verification that the property was donated to the Habitat affiliate c. Verification that the acquisition price paid by the Habitat affiliate is at least 50% below market value d. Appraisal or Property Value Assessment dated within one year of date the Habitat affiliate acquired the property to document value e. 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"/>
11. Evidence of ALL funding sources besides AHP shown on the approved AHP application and listed on the AHP Habitat Final Development Budget, including copies of all executed funding grant agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. 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"/>	
13. Evidence that the project meets following Member commitments as indicated in the approved AHP application, if applicable: a. Bridge or construction loan b. Below-market rate on the construction or bridge loan c. Cash contribution d. Servicing of homebuyers' loans at no cost to the Habitat affiliate	<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 Habitat 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:	Phone Number:
Title:	E-mail:
Signature:	Date:

SPONSOR CONTACT

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