

Housing & Community Investment

Owner-Occupied Rehab Disbursement Manual



Affordable Housing Program

Effective March 16, 2020

Contact:

Housing and Community Investment

888-345-2246

AHPDisbursement@fhlbcin.com

www.fhlbcin.com



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*Note

The file paths found throughout this manual are correct as of the publication date.

Beginning May 1, 2020, you can find links to all FHLB Housing and Community Investment Programs by going to www.fhlbcin.com/housing-programs. Choose your program of interest from the list found on the left side of the screen to be directed to all documents and webinars pertaining to that program.



Summary

This AHP Owner-occupied Rehab 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. Only Sponsor organizations that will coordinate the rehabilitation of homes for current homeowners should use this manual; the FHLB maintains separate manuals for projects involving new construction, rental housing, or the rehabilitation of housing for sale to new homebuyers. Instructions for accessing AHP funds, checklists, and feasibility guidelines are included in this manual.

Please review this manual and the most recently-recorded version of the AHP Owner-occupied Rehab Disbursement webinar available at www.fhlbcin.com prior to submitting a request for funding. One AHP Owner-occupied Rehab Disbursement Request form (“Request Form”) must be completed by both the project’s Sponsor and Member for each home on which work is 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. Please submit each request within 60 days of completing the work on the home (or as close to that time as is practical) and allow at least 30 days for the FHLB to process the disbursement request.

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

Disbursement Timeline

Household Eligibility Guidelines

Effective August 1, 2019, all Sponsors who are using AHP funds to assist in the acquisition, creation, or rehabilitation of housing owned or 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 (elderly, special needs, 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 for which the project was approved. The FHLB will only disburse funds for households in proportion to their meeting the FHLB’s definition of “Special needs”. For example, for a 10-unit project that commits to serving two households with special needs, the FHLB will ensure that one out of every five disbursements contains a qualifying special needs household.

Timeline for Disbursement of Funds

Once the FHLB receives the Request Form with all supporting documentation, the FHLB staff will analyze the information and will contact the Sponsor and the Member via e-mail or phone should additional information or clarification be required. Requested information should be submitted to the FHLB within 30 days of the request. All disbursements and additional information will be processed in the order in which they are received. 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.

Effective March 2, 2020, 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 homeowner(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 at 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 request from the FHLB 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 our 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, 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 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 in the FHLB's Affordable Housing Program Implementation Plan, which is available at www.fhlbcin.com.

Disbursement Feasibility

Each disbursement request must meet all feasibility requirements and guidelines outlined here or provide explanations satisfactory to the FHLB for any values outside the guidelines. 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.



Feasibility Guidelines

Please refer to the AHP Implementation Plan available at www.fhlbcin.com for current feasibility targets and parameters. Note: projects approved for AHP funds in offerings prior to the current offering may be subject to different feasibility guidelines. Projects that deviate from the parameters in place at the time of AHP award will undergo additional review and underwriting to determine the reason for, and the reasonableness of, the deviation. Projects outside any of the guidelines may not be able to receive AHP funds.

Submission of Disbursement Requests to FHLB

Effective April 13, 2020, 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 Owner-occupied Disbursement Request Form. Once all documentation is collected, the Sponsor will email the AHP Owner-occupied Disbursement 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 24 on how the Member contacts will complete this process.



Documents and Forms

AHP Owner-occupied Rehab 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
<ul style="list-style-type: none">• 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 your disbursement request. (For the Pre-approval manual and forms see the FHLB’s website at https://www.fhlbcin.com/community-investment/program-documents-and-forms/)
Step 2: Complete the AHP Owner-occupied Rehab Disbursement Request Form
<ul style="list-style-type: none">• Print the AHP Owner-occupied Rehab Disbursement Request form from the Documents and Forms tab at https://www.fhlbcin.com/community-investment/program-documents-and-forms/.• Complete all sections on the AHP Owner-occupied Rehab 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
<ul style="list-style-type: none">• Collect anything marked “Enclosed” on the AHP Owner-occupied Rehab Disbursement Request form for inclusion in the request package and transmission to the FHLB. All documents pertaining to the project are required.• Use the listings below to ensure the documentation provided meets the FHLB’s needs.
Step 4: Obtain Required Signatures and Submit to your Member Contact
<ul style="list-style-type: none">• The Sponsor contact listed on the AHP Owner-occupied Rehab Disbursement Request form must sign the form and then email the AHP Owner-occupied Rehab Disbursement Request form with ALL required documents as ONE inclusive PDF or TIF attachment to your Member contact for submission to the FHLB.
Step 5: Members Submit the AHP Owner-occupied Rehab Disbursement Request Form with All Required Documents to the FHLB via the Members Only Portal
<p>The Member contact should review the materials and then sign into the Members Only page on the FHLB’s website to electronically submit the AHP Owner-occupied Rehab Disbursement Request (Instructions on page 19 of this manual)</p>



Required Documents Descriptions

AHP Owner-occupied Rehab Disbursement Request form

The Sponsor contact on record with the FHLB for the project must sign the form, and all sections of the form must be complete. Check the boxes for “Already on file,” “Enclosed,” or “N/A” as instructed on the previous page.

1	Certification of disbursement training completion	<p>One representative of the Sponsor organization is required to participate in the FHLB’s training webinar, Disbursements for Owner-occupied Rehab Projects, prior to the submission of a disbursement request of any household for AHP funds. This should ideally be the person who is assembling the request package and cannot be a consultant or application preparer who is not employed by or a volunteer of the Sponsor organization. The representative can access the training at www.fhlbcin.com/community-investment/webinars-and-presentations/.</p> <p>Check Yes or No verifying the representative registered for and viewed the audio version (not the slides-only version) of the most current AHP Disbursements for Owner-occupied Rehab Projects webinar or attended the most current AHP Disbursement Training Workshop. If the representative of the Sponsor organization has not completed the most current training, the Sponsor must complete the training again.</p>
2	Household Pre-approval Status	<p>If the household has already been pre-approved by the FHLB, check Yes and proceed to Step 6.</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>Complete the General Information worksheet (yellow tab) and the Income Calculation worksheet (light green tab) on the Income and Affordability Workbook found on our website at www.fhlbcin.com/community-investment/program-documents-and-forms/. Print both pages and include them in your pre-approval request packet.</p>
4a	Executed intake form or loan application dated within 180 days	<p>Submit the intake form or loan application that is signed and dated by all homebuyers/homeowners. The intake form or loan application must list all of the household’s income sources, or the FHLB will require this information be provided separately. The loan application or intake form must be updated or modified if it is dated more than 180 days prior to the submission of the pre-approval request.</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 the “Household” size, 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.</p>



4c	Third-party verification for all income sources for all household members that is dated within 180 days of submission	<p>Submit income documentation for each income source listed on the intake form or loan application and for all household members age 18 or older, 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 for income 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 <i>consecutive</i> pay stubs, a verification of employment form from a third-party verification source or signed by the employer, or for requests submitted prior to July 1, a <i>signed federal</i> tax return, or W-2's.• 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 pay stubs, 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.• Welfare/TANF/AFDC/Families First: a benefit notification letter signed by the authorizing agency or a government agency payment history.• Zero income: household member(s) age 18 or over self-certifies to zero income (see the Certification of Zero Income available on the FHLB's website at www.fhlbcin.com/community-investment/program-documents-and-forms/).• 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. Refer to the Income Eligibility Guide for a full list of income exclusions.
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		Regardless of the income source, the income documentation submitted must show the household member’s name, the source of the information (employer, Social Security Administration, etc., but <i>not</i> the Sponsor), and the amount and frequency of the income received from that source.
5a	First-time homebuyer	<p>“First-time homebuyer” is defined by the FHLB as an individual or household who has not owned a home during the three-year period prior to the purchase of a home, except that:</p> <ol style="list-style-type: none"> 1) Any individual who is a displaced homemaker may not be excluded from consideration as a first-time homebuyer on the basis that the applicant, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse; 2) Any individual who is a single parent may not be excluded from consideration as a first-time homebuyer on the basis that the applicant, while married, owned a home with his or her spouse or resided in a home owned by the spouse; or 3) Any individual who owns a home that: <ol style="list-style-type: none"> a) Is not intended as a dwelling; b) Was lost through natural disaster; c) Is “Manufactured housing” 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 d) 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. <p>Projects awarded points for first-time homebuyer must have an <u>applicant</u> that meets the definition above to qualify and must submit supporting documentation with one of the following:</p> <ul style="list-style-type: none"> • A current, executed letter from the Sponsor indicating that the homebuyer(s) is(are) a first-time homebuyer(s), or • Indication on the intake form or loan application that the household has rented for the previous 3+ years.
5b	Homeless household meeting the FHLB’s definition	<p>Document the household meets the FHLB’s definition of “Homeless household” with one of the following, which must concur with the household’s living situation as shown on the intake form or loan application with evidence that is dated within 180 days of the submission of the AHP Pre-approval Request 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.” <p>“Overcrowded housing” means a housing unit occupied by more than one household or any housing unit with an average of <i>more than two</i> persons per sleeping area (including a living room as a sleeping area). For example, seven people residing in a two-bedroom apartment qualifies as overcrowded housing;</p>



		<ul style="list-style-type: none"> • 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 <p>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.</p>
5c	Elderly household meeting the FHLB’s definition	<p>“Elderly” means any person aged 60 or older. Document the household meets this definition by including the age or birthdate of a household occupant on the intake form or loan application and submit a copy of their photo ID to verify the date of birth.</p>
5d	Household with special needs meeting the FHLB’s definition	<p>“Special needs” means any person or household member meeting the FHLB’s definition of elderly or any person or household member meeting one of the following additional definitions, which must be documented using the applicable verification identified below (do NOT submit medical records):</p> <ol style="list-style-type: none"> 1. “Physically disabled” means any person with a physical impairment that results in substantial functional limitations as documented by one of the following: <ol style="list-style-type: none"> a. 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 b. 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. 2. “Mentally disabled” means any person who is diagnosed with a psychiatric disorder or comparable long-term mentally disabling condition as documented by one of the following: <ol style="list-style-type: none"> a. Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or



		<ul style="list-style-type: none">b. 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. <p>3. “Developmentally disabled” means any person with a severe, chronic developmental disability who has been diagnosed with mental retardation as documented by one of the following:</p> <ul style="list-style-type: none">a. Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, orb. 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. <p>4. “Co-occurring disabled” means any person who is diagnosed as having both a psychiatric disorder as well as substance abuse/dependency (co-occurring issues) as documented by one of the following:</p> <ul style="list-style-type: none">a. Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, orb. 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. <p>5. “Physically or emotionally abused” means any person who is or will be residing in a place protecting such person from physical or emotional abuse as documented by BOTH of the following:</p> <ul style="list-style-type: none">a. The household member or a third-party housing provider certifying that the household member is a victim of physical or emotional abuse, ANDb. 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.
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		<p>6. “Chemically dependent” means any person with a history of substance abuse/dependency who is diagnosed as chemically dependent or receiving treatment for the abuse/dependency as documented by one of the following:</p> <ul style="list-style-type: none">a. A signed and dated letter from the entity providing the recognized therapeutic program indicating that the household member has been in the program orb. 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. <p>7. “Persons with AIDS” means any person with a medical diagnosis of Acquired Immune Deficiency Syndrome or HIV positive who is receiving medical care for the condition as documented by certification from a licensed physician that the household member has such a medical diagnosis.</p> <p>8. For projects approved in 2020 and forward, “Persons aging out of foster care, an orphanage, or other residential facility” means any person who is still in the foster care system, orphanage, or other residential facility when they reach the age of majority or when they have graduated from high school as documented by discharge or emancipation paperwork from an agency or the foster care/court system.</p> <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>
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6	Evidence household attended homeownership counseling	<p>“Homeownership counseling” means a program provided by, or based on one provided by, an organization recognized as experienced in homeownership counseling. The counseling program must cover, at minimum, mortgage financing, credit-worthiness, household budgeting, and home maintenance.</p> <p>Submit one of the following for each homeowner to document they completed such counseling:</p> <ul style="list-style-type: none">• A current, executed letter from the Sponsor indicating the homeowner(s) participated in the counseling program documented in the approved AHP application, or• A homeowner counseling course completion certification from the counseling program documented in the approved AHP application for each homeowner. <p>If the documentation specifically mentions the components of the course offering, the FHLB requires evidence the counseling covered home maintenance, credit-worthiness, household budgeting, and mortgage financing. The FHLB encourages the counseling to include information on predatory lending.</p>
7a	8 hours of landscaping labor from a community organization	<p>Document completion of this item with one of the following:</p> <ul style="list-style-type: none">• A current, executed letter from the representative of a community organization indicating the organization provided at least eight hours of voluntary landscaping labor for one or more of the homes for which AHP funds will be disbursed AND what activities the organization completed, or• An e-mail containing the contact’s name and organization and indicates the organization represented provided at least eight hours of voluntary landscaping labor for one or more of the homes for which AHP funds will be disbursed AND specific activities the organization completed. <p>This documentation cannot come from the Sponsor or an organization related to the Sponsor (see the FHLB’s definition of “Related parties”). Do not resubmit the documentation if previously submitted with another disbursement request package.</p>



7b	Donation of at least \$500 in goods/services	<p>Document completion of this item with one of the following:</p> <ul style="list-style-type: none">• A current, executed letter from the representative of a community organization indicating the organization donated goods or services to one or more of the homes for which AHP funds will be disbursed AND the goods or services are worth at least \$500, or• An invoice from a community organization explicitly stating the biller donated goods or services to one or more of the homes for which AHP funds will be disbursed AND the goods or services are worth at least \$500, or• An e-mail containing the contact’s name and organization and indicates the organization represented donated goods or services to one or more of the homes for which AHP funds will be disbursed AND the goods or services are worth at least \$500. <p>The donation must be for 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”). Do not resubmit the documentation if previously submitted with another disbursement request package.</p>
7c	Fee waiver from the local government of at least \$500	<p>Submit one of the following to verify the project earned the point in this scoring category:</p> <ul style="list-style-type: none">• A current, executed letter from a representative of the local government entity indicating the entity has waived a fee for one or more of the homes for which AHP funds will be disbursed AND the waiver created a savings to the project of at least \$500, or• An e-mail containing the contact’s name and position in the local government and indicates the government waived a fee valued at \$500 or more for one or more of the homes for which AHP funds will be disbursed. <p>Please note that tax deferrals or abatements, utility equipment donations, or government grants to pay for any items or fees do not constitute fee waivers and will not satisfy the FHLB’s requirements for this item. Do not submit the same document as was submitted with the approved AHP application for this project, as the FHLB requires an updated letter verifying the fee was waived. Do not resubmit the documentation if previously submitted with another disbursement request package.</p>



8a	Marketing/outreach, pre-development activities, construction/rehabilitation activities, credit counseling/ budgeting, daycare services, education services, and/or employment training/ skills training via a completed and executed AHP Sponsor Commitment Verification Form	<p>Retrieve the AHP Sponsor Commitment Verification Form or use the Microsoft Word version of the form located at https://www.fhlbcin.com/community-investment/program- documents- and-forms/. Complete all portions of the form, checking which of the activities the Sponsor completed. Describe the activities completed in the spaces in which the form requests it. Be sure to sign the form.</p> <p>In order to receive the points for the scoring categories listed on the form, the Sponsor must have completed activities meeting the FHLB’s definitions of “marketing / outreach”, “contractor”, “predevelopment activities”, “credit counseling/budgeting”, “daycare services”, “education services”, “employment training”, and/or the remainder of the documentation submitted in the disbursement request package must support the certification on this form.</p> <p>All activities the Sponsor committed to provide in the approved AHP application must be checked, but the form is not required if the Sponsor did not commit to providing any of the activities shown on the form. Do not resubmit the form if the form was previously submitted with another disbursement request package.</p>
8b	Sponsor cash contribution	<p>If the approved AHP application indicated the Sponsor would provide a cash contribution to the project, the full dollar amount of the contribution must be listed as a funding source under “Cash Contributions/Fundraising (Sponsor funds)” on a signed AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget for one or more units in the project (see item #10 for details). The total of all Sponsor contributions to all units in the project must be at least \$500 in order for the project to earn the point received in the AHP scoring system for the Sponsor providing a cash contribution to the project.</p>
9	Work order indicating the work to be completed using the FHLB’s Pre-Rehabilitation Inspection form	<p>Submit a fully executed copy of the FHLB’s Pre-Rehabilitation Inspection form or a separate work order signed by the unit’s homeowner(s), third-party inspector, and AHP Sponsor detailing the work to be completed on the home. The inspection form or work order must indicate the work is appropriate and needed based on the current condition of the items proposed to be repaired/replaced.</p>



10	AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget if the Sponsor made a loan to the household	<p>Retrieve the workbook entitled “AHP Owner-occupied Rehab Development Budget” from the FHLB’s website at www.fhlbcin.com/community-investment/program-documents-and-forms/ and submit a completed and signed copy. If the Sponsor will make a loan to the household to pay for a portion of the costs, retrieve, complete, and sign the AHP Habitat Development Budget. Follow the Instructions tab of the workbook to input all of the costs and permanent funding sources that went into the rehabilitation of each home. Pay special attention to the line items having to do with developer fee and be sure the developer fee adheres to the feasibility limit mentioned for this item in the AHP Implementation Plan. A developer fee (including consultant, administrative, or overhead costs) can only be included if there is no labor breakdown OR the labor breakdown does NOT include administrative or overhead expenses other than the cost of employee benefits.</p> <p>If the Sponsor is making a loan AND the budget shows a labor cost charged by the Sponsor for construction/rehab work, the Sponsor must also submit the Labor Breakdown included with the AHP Owner-occupied Rehab Development Budget to document the labor for the work completed in addition to the AHP Habitat Development Budget.</p> <p>The documentation submitted for this item must show the full amount of the AHP funding being requested as a funding source to the home so the “Funding Gap (AHP required)” on the AHP Development Budget match the “Final Amount Requested” as shown on the AHP Owner-occupied Rehab Disbursement Request form for each unit.</p> <p>The AHP Owner-occupied Development Budget cannot include costs the FHLB deems ineligible for reimbursement with FHLB funds, including:</p> <ul style="list-style-type: none">• Sponsor operating costs such as volunteer or fundraising event expenses (including food or beverages)• Gift cards/other gifts for volunteers or homeowners• 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>The FHLB requires a printed copy of the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget signed by a representative of the Sponsor. The FHLB reserves the right to request back-up documentation for any and all items appearing on the workbook and will not allow project contacts to make changes to these financials once they have been submitted to the FHLB.</p>
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11	Verification signed by the homeowner(s) and a third-party inspector confirming the work on the home is complete using the FHLB’s “Post-Rehabilitation Inspection” form	All homeowners and a certified/licensed third-party inspector must certify their agreement the work specified on the “Post-Rehabilitation Inspection” form for the home is complete and in compliance with the standards set forth in local code. Submit a copy of the inspector’s license with the request package. The FHLB’s “Post-Rehabilitation Inspection” form is available at www.fhlbcin.com/community-investment/program-documents-and-forms/ . The document must be dated, and the date must indicate that the work on the home was completed after the award of AHP funds to the project.
12	Evidence of ALL outside funding sources shown on the approved AHP application and additional sources as listed on the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget, including copies of all executed funding grant agreements	<p>Document each of the project’s permanent funding sources as shown in the approved AHP application and on the household’s AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget. Provide signed copies of grant agreements with all exhibits and/or attachments for all funding sources that do not require repayment such as SHOP, HOME, or AHTF grants and signed Notes and corresponding Mortgages (or Deeds of Trust) for all funding sources that require repayment. The FHLB does not require back-up documentation for most cash contributions to homeowners aside from cash contributions from the Member or the Sponsor. See item #14d below for more information on documenting the Member’s cash contribution and item #8b above for more information on documenting the Sponsor’s cash contribution.</p> <p>The amount verified by each grant agreement or Note should match the amount of funding shown on the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget on a per-unit basis. If the amounts do not match, provide an explanation of the discrepancy with the disbursement request package. The terms of a Sponsor-provided loan as shown on the Note should match the Habitat Note/Mortgage Amount, Mortgage Term, Mortgage Rate, and Mortgage P&I Payment as shown on the AHP Habitat Development Budget. If the project received points for the Member’s servicing of homebuyers’ loans at no cost to the Habitat affiliate, the first mortgage Note must identify the Member’s address as the location where payments are to be made. If the project received points for the Sponsor’s provision of permanent financing to the project’s borrowers, the term of the first mortgage loan must be at least 15 years.</p> <p>Grant agreements or Notes that apply to more than one household in the project need only be submitted with one disbursement request package.</p> <p>If the approved AHP application indicates that a funding source besides the Sponsor and AHP will be providing funds to the project, the FHLB expects to see an amount from that funding source on the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget provided for at least one household in the project. If a funding source identified in the approved AHP application did not contribute funds to a particular unit, submit an explanation indicating why the</p>



		<p>funding source did not provide funds to the homeowner(s). If the Sponsor did not receive an award from a funding source they anticipated receiving at the time of AHP application, communicate to the FHLB that the Sponsor or project did not receive the award.</p> <p>The AHP grant should not be included in any Note or Mortgage, as it should not be passed to the homeowner(s) in the form of a loan.</p>
13	Deed evidencing the property is in the name of the homeowner(s)	<p>Submit a fully executed copy of the Deed transferring ownership of the property to the homeowner(s) from a third party. The FHLB does not recognize a Deed between the homeowner(s) and other members of the household as verification of site control.</p> <p>In order to be eligible for reimbursement with AHP funds, the homeowner(s) need to have fee simple interest in the property. The FHLB may allow an executed will or proof of a life estate to serve as evidence the homeowner(s) have site control of the property—contact the FHLB prior to submitting documentation if this applies to the property/household intended for the project.</p>
14a	Bridge or construction loan	<p>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 (or Deed of Trust) associated with such a loan showing the Member as the lender on the loan. For projects approved 2019 and prior, the principal amount of the loan must be at least 51% of the total hard costs of the project to be eligible for a point in the AHP scoring system. For projects approved 2020 and forward, there are no principal requirements. If the project did not receive a point for the Member’s provision of a construction or bridge loan, nothing need be provided for this item. Do not resubmit the documentation for this item if previously submitted with another disbursement request package.</p>
14b	Permanent loan	<p>If the project received points for the Member’s provision of first mortgage permanent loans to the homeowner(s) in the project, the Note submitted for item #12 above must identify the Member as the lender on the loan, and the Note must show a term of at least 15 years to be eligible for points in the AHP scoring system. The Member must close at least 51 percent of the permanent loans in the project in the name of the Member for the project to qualify for these points. If the project did not receive points for the Member’s provision of a permanent loan, nothing need be provided for this item.</p>



14c	Below-market rate on permanent, construction, or bridge loan	<p>If the project received a point for the Member’s provision of a below-market rate on the permanent, construction, or bridge loan to the project, provide one of the following:</p> <ul style="list-style-type: none"> • A copy of the Member’s standard rate sheet for loans of the same type, quality, and duration as the one that the Member made to the project that is dated within the time period the loan was made, or • A current, executed letter from the Member specifying the rate discount and which loan was discounted. <p>Regardless of which option is chosen, the Member must have made the loan at a rate that was at least 0.50 percent below its standard rates at the time the loan was made to the AHP project. The information provided for this item should be consistent with information provided for items #14a, #14b, and/or #12 above, which required the Notes for the loans the Member made. Be sure to document that the discount was provided on the loan to which the Member committed to make a discount (permanent, construction, or bridge loan) in the approved AHP application. If the project did not receive a point(s) for the Member’s provision of a discounted rate on a loan, nothing need be provided for this item.</p>
14d	Cash contribution	<p>Submit a signed letter from the Member or a copy of the Member’s cancelled check to verify the Member made a cash contribution to the project and if the project received a point for the Member providing such a contribution. The full dollar amount of the contribution appearing on the check must be listed as a funding source for the project on one or more of the AHP Owner- occupied Rehab Development Budget or AHP Habitat Development Budget submitted to the FHLB for item #10 above, and the total Member cash contribution to all homeowners in the project must be at least \$500 in order for the project to earn the point they received. If a cancelled check is unavailable, submit evidence of the Member’s deposit into an account controlled by the Sponsor. If the project did not receive a point for the Member’s provision of such a contribution, nothing need be provided for this item.</p>
14e	Servicing of homeowners’ loans at no cost to the Sponsor	<p>If the project received a point for the Member’s willingness to service the homeowners’ loans originated by the Sponsor at no cost to the Sponsor, verify the project earned this point with one of the following:</p> <ul style="list-style-type: none"> • Language in the Note provided for item #12 above indicating where the payments will be made for each household, or • A current, executed letter from the Member mentioning that the loan(s) has(have) been set up on the Member’s servicing system and that the Sponsor will not be charged for this, or • A screen shot of the Member’s servicing system showing that each loan has been set up on the Member’s system.



15a	Qualified Census Tract (QCT)	<p>Projects that received points for completing homes in a Qualified Census Tract (QCT) must provide the following:</p> <ul style="list-style-type: none">• Submit a copy of a FFIEC printout indicating the property is located in a QCT.• Projects approved in 2017 or prior, are required to have at least 20% of its units in a QCT.• Projects approved in 2018, are required to have ALL of its units in a QCT.
15b	Average Income Factor (AIF)	<p>Projects that received points for completing homes in a census tract with an Average Income Factor (AIF) as approved in the application must provide the following:</p> <ul style="list-style-type: none">• Submit a copy of a FFIEC indicating the property is located in a census tract with an AIF as approved.• Projects approved in 2018 and 2019, are required to have 100% of its units are located in a census tract with an AIF greater than 60%.• Projects approved in 2020, are required to have at least 20% of its units in a census with an AIF greater than 120%.



AHP Owner-Occupied Rehab Disbursement Request form- PDF version

Housing & Community Investment

AHP Owner-Occupied Rehab Disbursement Request Effective March 16, 2020



Homeowner Name:			
Address of Subject Property:			
Member Name:			
Sponsor Name:			
Project Number:			
Total Initially Awarded:	\$	Final Amount Requested:	\$

Refer to the AHP Owner-occupied Rehab 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. Sponsors now have the option to submit a pre-approval request at the same time as the disbursement request or prior to completion of the work on the home or the closing of the loan for each household.

Required Documents:	Already on file	Enclosed	N/A
1. The Sponsor certifies they have completed disbursement training: Yes <input type="checkbox"/> No <input type="checkbox"/>			
2. Has this household already been pre-approved by FHLB? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," skip to #6. If "No," go to #3.			
3. Completed General Information and Income Calculation pages from the FHLB Income and Affordability Workbook.		<input type="checkbox"/>	
4. Homebuyer/owner information dated within 180 days of submission: a. Executed and dated intake form or loan application b. Documentation of AHP-assisted household size, if not stated on the intake form or loan application c. Third-party verification for all income sources for all household members		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
5. Evidence dated within 180 days of submission showing the household meets the commitments made in the approved AHP application, if applicable: a. First-time homebuyer b. Homeless household meeting the FHLB's definition c. Elderly household meeting the FHLB's definition d. Household with special needs meeting the FHLB's definition		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Evidence the household attended homeownership counseling.		<input type="checkbox"/>	<input type="checkbox"/>
7. Verification the services committed in the approved AHP application were completed, if applicable: a. 8 hours of landscaping labor from a community organization b. Donation of at least \$500 in goods/services c. Fee waiver from the local government of at least \$500	<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"/>



Required Documents:	Already on file	Enclosed	N/A
8. Verification the Sponsor completed the 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 b. Sponsor cash contribution	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9. FHLB's fully executed Pre-Rehabilitation Inspection form indicating the work to be completed.		<input type="checkbox"/>	
10. Final AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget, if the Sponsor made a loan to the household.		<input type="checkbox"/>	
11. FHLB's fully executed Post- Rehabilitation Inspection form confirming the work on the home is complete, along with a copy of the inspector's license.		<input type="checkbox"/>	
12. Evidence of ALL funding sources shown in the approved AHP application and those listed on the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget, including copies of all executed grant agreements and Notes/Mortgages (Deeds of Trust).	<input type="checkbox"/>	<input type="checkbox"/>	
13. Deed showing the property is in the homeowner's name.		<input type="checkbox"/>	
14. Evidence the following Member commitments were met as indicated in the approved AHP application, if applicable: a. Bridge or construction loan b. Permanent loan c. Below-market rate on the permanent, construction, or bridge loan d. Cash contribution e. Servicing of homeowners' loans originated by Sponsor at no cost	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. Property location information: a. Is the property located in a Qualified Census Tract? Yes <input type="checkbox"/> No <input type="checkbox"/> b. Is the property located in a census tract with an Average Income Factor as approved in the application? Yes <input type="checkbox"/> No <input type="checkbox"/>			



Authorized Signatures and Contact Information:

The individual signing this request certify that they are authorized to make such requests and representations contained herein on behalf of the project Sponsor identified and have read and understand the requirements for the program mentioned in the AHP Owner-occupied Rehab Disbursement Manual. The Sponsor further certifies they have taken the steps necessary to determine that the information provided is true and accurate, they are not requesting reimbursement for costs that FHLB deems ineligible, and 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.

As the project Sponsor, I hereby certify that our organization meets the project sponsor qualifications criteria established by the FHLB and has not engaged in, and is not engaging in, fraud, embezzlement, theft, conversion, forgery, bribery, perjury, making false statements or claims, tax evasion, obstruction of justice, or any similar offense, in each case in connection with a mortgage, mortgage business, mortgage securities or other lending product.(FHFA's Suspended Counterparty Program regulation 12 CFR part 1227).

SPONSOR REPRESENTATIVE:

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



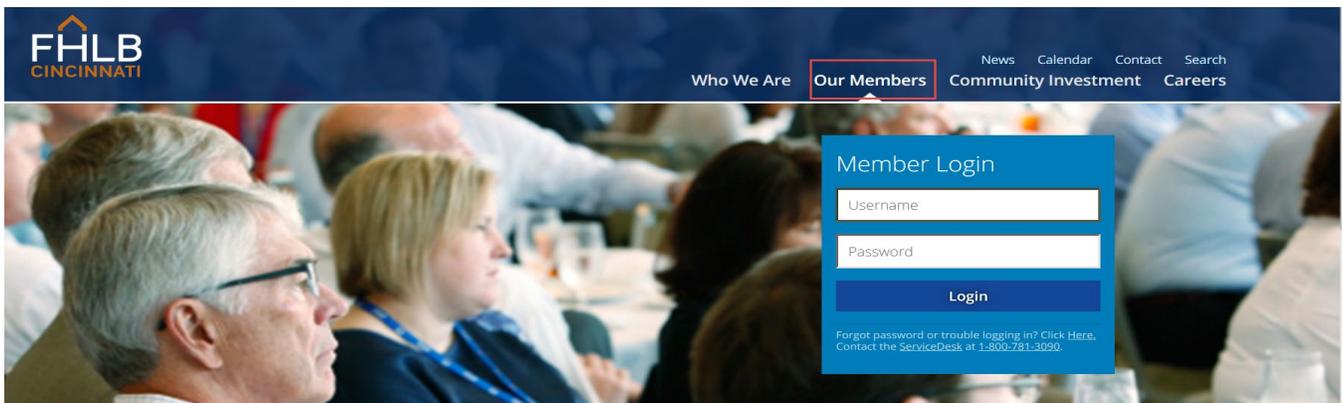
Instructions for the Member's Submission of the Disbursement Request to FHLB

Effective March 16, 2020

Effective April 13, 2020, 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 Our Members 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.



2. Choose Affordable Housing Program from the left-hand menu.

Housing programs open for application

Online Application System (OASYS)

Closed for new AHP applications. Applications can only be viewed.

Affordable Housing Program ownership disbursements

Available year round

Welcome Home

Will open March 2.

Disaster Reconstruction Program

Available year round



How do I submit a request?

3. 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 Housing Program Forms Change Institution Offerings Logou

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](#)

4. 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. Enter the applicant and co-applicant names using proper case. The form will not accept all upper or all lower case letters. Then answer the question “Has the household already been pre-approved for this project?” If the answer is Yes, the household size field, household occupants field, targeting questions, source of income questions, and the annual gross household income field will not appear. If the answer is No, all fields will appear and must be completed. Enter the household size and then list all occupants, 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 must match the household size, all income questions must be answered, and the annual gross household income field must be completed.



Affordable Housing Program

Disbursement Request

Main Menu

Member Information

Member: [Redacted]
User: [Redacted]

Form Information

Habitat Owner-Occupied Rehab Ownership

201801- [Redacted]

Applicant Information

Applicant

First Name: [Redacted] MI: [Redacted] Last: [Redacted]

Co-Applicant: (if applicable)

First Name: [Redacted] MI: [Redacted] Last: [Redacted]

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

Yes No

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

[Redacted]

Household Occupants: [How-To](#)

[Add new Occupant](#)

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

Is any applicant a first-time homebuyer?

Yes No

Does any occupant meet FHLE's homeless definition?

Yes No

Does any occupant meet FHLE's elderly definition?

Yes No

Does any occupant meet FHLE'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:

[Redacted]



5. Once the household size, annual gross household income, county, and state fields 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).

Form Information

Habitat Owner-Occupied Rehab Ownership

205805

Applicant Information

Applicant
First Name: MI: Last:

Co-Applicant: (if applicable)
First Name: MI: Last:

Has the household already been pre-approved for this project?
 Yes No

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

Household Occupants: How-To

Add new Occupant			
	Occupant's Name	Relationship to Applicant	Age
Delete	Green	Self	30

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:

The total household income is 28.04% of the Affordable Housing Program limit for the selected county.

Property Information

Address:

City: State: Zip: County:

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



6. 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)

7. 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)

8. 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



9. 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, 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

10. 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: How-to

- * 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

11. 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:
User:



Form Information

Habitat Owner-Occupied Rehab Ownership

201801- [Redacted] ▾

Applicant Information

Applicant

First Name:

Another

MI:

Last:

Example

Co-Applicant: (if applicable)

First Name:

Onemore

MI:

Last:

Example

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

2

Household Occupants: [How-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?

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

2020 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](tel:1-888-345-2246).

- 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.

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] in 2020:

Pre-Approval Requests

Applicant	Submission Date	User	Status
Thursday, Test	2/6/2020 8:31:15 AM	[redacted]	Received
[redacted]	2/7/2020 7:44:52 AM	[redacted]	Received
Sky, Red	2/11/2020 3:31:47 PM	[redacted]	Received
[redacted]	2/18/2020 2:12:49 PM	[redacted]	Received
Sky, Red	2/20/2020 4:20:51 PM	[redacted]	Received
Tuesday, Monday	2/24/2020 11:12:07 AM	[redacted]	Submitted

Disbursement Requests

Applicant	Submission Date	User	Status
[redacted]	2/6/2020 8:38:36 AM	[redacted]	Received
Day, Busy	2/6/2020 4:17:57 PM	[redacted]	Received
[redacted]	2/7/2020 7:51:05 AM	[redacted]	Received
Atlast, Friday	2/7/2020 8:01:26 AM	[redacted]	Received
Grass, Green	2/11/2020 3:35:56 PM	[redacted]	Received
Week, First	2/13/2020 9:12:35 AM	[redacted]	Received
[redacted]	2/13/2020 2:24:30 PM	[redacted]	Received
[redacted]	2/18/2020 2:20:45 PM	[redacted]	Received



14. 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.

Cover letter.



221 East Fourth Street
Suite 600
Cincinnati, OH 45202

T (513) 852-7500
F (513) 852-7600
www.fhlbcin.com

February 11, 2020



Cincinnati, OH 45209

RE: 201601 [REDACTED] - Grass, Green & Grass, Blue

Dear Mr. [REDACTED],

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



Copy of the Disbursement Request Form.



2020 Affordable Housing Program
AHP Disbursement Request

February 11, 2020

Member Information
 Member: [REDACTED]
 User: [REDACTED]

Form Information
 Project Type: Habitat

Applicant Information
 Applicant Name: Grass, Green
 Co-applicant Name: Grass, Blue
 Household Size: 2 (Number of people who will reside in home)

Occupant's Name	Relationship to Applicant	Age
Green	Self	35
Blue	Mother	65

 Has the household already been pre-approved for this project? Yes
 Annual Gross Household Income: \$0.00
 Unable to find the Affordable Housing Program limit for the selected county!

Property Information
 Address: 100 Grassy Ridge Road
 City: Florence State: KY Zip: 41042 County: Boone
 Unit Size: Single-family

Affordable Housing Program grant requested: \$25,000.00

Mortgage Information

1st Mortgage	
Term:	360 months
Amortization	360 months
Interest rate:	0.0000% percent
Loan Amount:	\$85,000.00

What type of loan product did the homebuyer apply for? Habitat
 Is the Member providing the loan and servicing the loan? No
 Is the Member servicing the loan, but not providing the loan? No

2nd Mortgage	
Term:	120
Amortization	120
Interest rate:	0.0000% percent
Loan Amount:	\$25,000.00

Contact Information
 Name: Jill Cravens
 Phone #: [REDACTED]
 Member Contact: Mr. [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



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

FHLB CINCINNATI Housing Program Forms

Change Institution Offerings **Logout**

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. The list is 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 great 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 rehabilitation of owner-occupied homes. 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. Is a retention agreement required for owner-occupied rehabilitation projects?

A. No. The AHP Final Rule published November 28, 2018 removed the requirement for retention on owner-occupied rehabilitation projects only.

Q. One of my proposed funding sources was not approved. Will my AHP award be cancelled?

A. If other financing or additional fundraising/cash contributions can be secured within a reasonable timeframe, the AHP award will not be cancelled. The project must have at least one other funding commitment in place within six months of AHP award and receive all other funding commitments within 18 months of AHP award. If a change in the project's funding sources significantly changes the financing structure of the project (especially as it pertains to lender), be sure to request a modification using the AHP Modification Request Form available at www.fhlbcin.com/community-investment/program-documents-and-forms/.

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 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. We 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 Owner-occupied Rehab 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. See the AHP Disbursements for Owner-Occupied Rehab Projects webinar under Resources/Webinars on the FHLB's website at www.fhlbcin.com/community-investment/webinars-and-presentations and review this manual. You may also contact the Housing and Community Investment Department at AHPDisbursement@fhlbcin.com or call 888-345-2246 with questions. Also, be sure to notify the FHLB of staffing changes so that we can update our records.

Q. Can a homeowner receive cash back from their rehabilitation or 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. Effective August 1, 2019, all Sponsors who are using AHP funds to assist in the rehabilitation of housing owned by AHP-eligible households now 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 available at www.fhlbcin.com/community-investment/program-documents-and-forms/ for more information on the pre-approval process.



Common Mistakes

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

1. The AHP Owner-occupied Rehab 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 doesn't pertain to your project if an "N/A" box is not available for that particular item.
2. 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 Owner-Occupied Rehab 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.
3. The disbursement package contains documentation that contradicts other documentation included in the disbursement request package or documentation submitted with the approved AHP application.
4. The amount of funding sources and uses shown on AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget do not match.
5. Required documentation does not contain the required signatures or the signatures of all homeowners if there are two or more.
6. All of the funding sources listed in the approved AHP application or used for the homeowner were not documented with executed grant agreements or Notes/Mortgages (Deeds of Trust), or the detailed cost breakdown provided did not indicate use of these sources.
7. The amount of AHP requested as shown on the AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget differs from the amount requested on the AHP Owner-occupied Rehab Disbursement Request form and so requires further clarification.
8. 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.
9. The project or older projects in which the Sponsor is involved do not appear that they will fulfill all required commitments, require modification, or may not be fully funded prior to the AHP commitment expiration date.
10. 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 Owner-occupied Rehab 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.
11. The Pre-Rehabilitation Inspection form provided does not contain information on the scope of work.
12. The AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget contain costs that belong in the developer fee calculation but do not follow the conventions listed in the feasibility section of this manual, which causes the developer fee to exceed the project's approved limits.