

AHP Habitat Disbursement Request

Effective March 16, 2020

Homebuyer Name:			
Address of Subject Property:			
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. 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. 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. The Sponsor certifies they have completed disbursement training: Yes No			
2. Has this household already been pre-approved by FHLB? Yes No 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.			
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			
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			
6. Evidence of completion (Certificate of Occupancy et al.)			
7. Type of work completed for this home: New Construction Rehabilitation Acquisition Only			
8. Evidence the household attended homeownership counseling.			

Required Documents:	Already on file	Enclosed	N/A
9. Verification the services committed in the approved AHP application were completed, if applicable: <ul style="list-style-type: none"> 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 d. Energy-efficient new construction e. Adaptive reuse 			
10. Verification the Sponsor completed the commitments made in the approved AHP application, if applicable: <ul style="list-style-type: none"> 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 			
11. AHP Habitat Final Development Budget.			
12. Current appraisal IF the Habitat Note/Mortgage amount exceeds all costs.			
13. Executed Notes and Mortgages (Deeds of Trust) for all loans.			
14. Property acquisition information: <ul style="list-style-type: none"> a. Verification of the property acquisition cost paid by the Habitat affiliate b. Verification 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 six months prior to the date the Habitat affiliate acquired the property, to document value e. Verification the property underwent foreclosure, deed in lieu, or short sale immediately prior to acquisition 			
15. Property location information: <ul style="list-style-type: none"> a. Is the property located in a Qualified Census Tract? Yes No b. Is the property located in a census tract with an Average Income Factor as approved in the application? Yes No 			
16. Evidence of ALL funding sources shown in the approved AHP application and those listed on the AHP Habitat Final Development Budget, including copies of all executed funding grant agreements.			
17. Deed showing the property is in the name of the homebuyer and the FHLB retention language is inserted, attached, or is a separate restrictive covenant.			
18. Evidence the following Member commitments were met as indicated in the approved AHP application, if applicable: <ul style="list-style-type: none"> 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 			



Authorized Signatures and Contact Information:

The individual signing this request certifies 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 Habitat 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 CONTACT:

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