

Housing & Community Investment

# Owner-Occupied Rehab Disbursement Manual



Affordable Housing Program  
Effective January 3, 2022

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## 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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/> prior to submitting a request for funding. One AHP Owner-occupied Rehab Disbursement Request form (“Request Form”) must be completed by the project’s Sponsor 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](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246.

## Disbursement Timeline

### Household Eligibility Guidelines

**All Sponsors who are using AHP funds to assist in the rehabilitation of housing owned by AHP-eligible households must submit the pre-approval at the same time as the disbursement as one combined request for each unit in the project.** These projects are not permitted to submit a pre-approval request separate from the disbursement package. Through the FHLB’s online disbursement 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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/> for more information on the pre-approval requirements.

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

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. Once the FHLB receives the Request Form with all supporting documentation, the FHLB staff will analyze the information and contact the Sponsor and the Member via e-mail or phone should additional information or clarification be required. Additional 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. FHLB will not accept requests for households whose final inspection was dated over 12 months ago.

Please allow at least 30 days for the processing of all requests. If the FHLB receives incomplete or incorrect documentation, delays in the disbursement process will occur. For a timely receipt of funds, refer to the Frequently Asked Questions and Common Mistakes section of this manual for tips on how to avoid unnecessary delays.

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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/>.

## 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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/>.

## 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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/>). 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 <https://www.fhlbcin.com/housing-programs/affordable-housing-program/> 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

The Member contact will be required to submit each disbursement request (that also contains the pre-approval documentation) through the Member's Only portal on the FHLB's website at [www.fhlbcin.com](http://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](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246.

<b>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</b>
<ul style="list-style-type: none"><li>• 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)</li><li>• 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 <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a>)</li></ul>
<b>Step 2: Complete the AHP Owner-occupied Rehab Disbursement Request Form</b>
<ul style="list-style-type: none"><li>• Print the AHP Owner-occupied Rehab Disbursement Request form from the Documents and Forms drop down at <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a>.</li><li>• 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."</li><li>• Attach additional sheets if any explanations are required.</li></ul>
<b>Step 3: Gather Required Documents</b>
<ul style="list-style-type: none"><li>• 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.</li><li>• Use the listings below to ensure the documentation provided meets the FHLB's needs.</li></ul>
<b>Step 4: Obtain Required Signatures and Submit to your Member Contact</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<b>Step 5: Members Submit the AHP Owner-occupied Rehab Disbursement Request Form with All Required Documents to the FHLB via the Members Only Portal</b>
<ul style="list-style-type: none"><li>• 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)</li></ul>





## Required Documents Descriptions

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

1	Certification of disbursement training completion	<p>Every year, prior to the submission of a pre-approval/disbursement request, the Sponsor is required to either</p> <ul style="list-style-type: none"><li>• View the full audio version (not the slides-only version) of the most current AHP Habitat Disbursements webinar which can be accessed at <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a> then click the drop down arrow next to AHP Webinars and Presentations); or</li><li>• Attend the current years AHP Disbursement Training Workshop.</li></ul> <p>Ideally this person should be the one assembling the request package. It cannot be a consultant or application preparer who is not employed by or a volunteer of the Sponsor organization.</p>
2	Household Pre-approval Status	<p>If the household has already been pre-approved by the FHLB, check Yes and proceed to Step 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>Once you've completed the Income and Affordability Workbook for the household, submit the following pages:</p> <ul style="list-style-type: none"><li>• General Information worksheet (yellow tab)</li><li>• Income Calculation worksheet (light green tab)</li></ul> <p>The workbook can be found at <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a> then click the drop down arrow next to AHP Disbursement Documents and Forms.</p>
4a	Executed intake form or loan application	Submit the intake form or loan application that is signed and dated by all homebuyers and it must list all of the household's income sources.
4b	Documentation of AHP-assisted household size, if not stated on the intake form or loan application	If the intake form or loan application does not list all occupants residing in the household, including their age/birthdate, submit an executed letter from the Sponsor stating the names and ages of all persons who are intending to reside in the AHP-assisted household.





4c	Third-party verification for all income sources for all household members that is dated the same year as the application/intake form	<p>Submit income documentation for each income source listed on the intake form or loan application and for all household members age 18 or older, even if they have no income. Follow the income calculation guidelines found in the FHLB Income Eligibility Guide found on our website (<a href="http://www.fhlbcin.com/housing-programs/affordable-housing-program/">www.fhlbcin.com/housing-programs/affordable-housing-program/</a>) for determining acceptable forms of income documentation and calculation methods.</p> <p>Submit one of the following as appropriate for each income source listed on the household's intake form/ loan application:</p> <ul style="list-style-type: none"><li>• <b>Employment:</b> two <i>consecutive</i> pay stubs, a verification of employment form from a third-party verification source or signed by the employer.</li><li>• <b>Self-employment:</b> 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.</li><li>• <b>Child support or alimony:</b> 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.</li><li>• <b>Pension/retirement:</b> two consecutive pay stubs, an award letter (dated in any year), IRS Form 1099, or the most recent monthly pension account statement.</li><li>• <b>Assets/annuities:</b> disclosure of the balance/value of the asset on the intake form or loan application, bank statements, or certification from a banker.</li><li>• <b>Rental income:</b> a signed appraisal, a signed lease agreement, or a <i>signed federal</i> tax return showing rental income.</li><li>• <b>Social Security or disability:</b> IRS Form 1099-SSA, an awards letter, or a payment history or other print-out from the Social Security Administration.</li><li>• <b>Unemployment compensation:</b> two <i>consecutive</i> pay stubs, a government agency payment history, or a benefit notification letter signed by the authorizing agency.</li><li>• <b>Welfare/TANF/AFDC/Families First:</b> a benefit notification letter signed by the authorizing agency or a government agency payment history.</li><li>• <b>Zero income:</b> 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 <a href="http://www.fhlbcin.com/housing-programs/affordable-housing-program/">www.fhlbcin.com/housing-programs/affordable-housing-program/</a>).</li></ul> <p>Food stamps, student financial aid, Section 8 to Homeownership Assistance, and other comparable income is not included in the calculation of income for the household, but verification of the latter is needed for affordability purposes.</p>
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		<p>Refer to the Income Eligibility Guide found on our website (<a href="http://www.fhlbcin.com/housing-programs/affordable-housing-program/">www.fhlbcin.com/housing-programs/affordable-housing-program/</a>) for a full list of income exclusions.</p> <p>All 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.</p>
5a	Elderly household	Projects awarded points for "Elderly" household must have a household member that meets the definition in the AHP Implementation Plan to qualify and must indicate 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.
5b	Household with special needs	<p>Projects awarded points for "Special Needs" household must have an <u>applicant</u> that meets the definition in the AHP Implementation Plan to qualify and must submit one of the following supporting documents (do NOT submit medical records):</p> <ul style="list-style-type: none"><li>• <b>"Physically disabled":</b><ul style="list-style-type: none"><li>○ 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</li><li>○ 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.</li></ul></li><li>• <b>"Mentally disabled":</b><ul style="list-style-type: none"><li>○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or</li><li>○ 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.</li></ul></li><li>• <b>"Developmentally disabled":</b><ul style="list-style-type: none"><li>○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or</li><li>○ 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.</li></ul></li></ul>



	<ul style="list-style-type: none"><li>• <b>“Co-occurring disabled”:</b><ul style="list-style-type: none"><li>○ Supplemental Security Income or other income that is explicitly identified as a disability benefit from a federal or state government agency, or</li><li>○ 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.</li></ul></li><li>• <b>“Physically or emotionally abused”:</b><ul style="list-style-type: none"><li>○ The household member or a third-party housing provider certifying that the household member is a victim of physical or emotional abuse, AND</li><li>○ 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.</li></ul></li><li>• <b>“Chemically dependent”:</b><ul style="list-style-type: none"><li>○ A signed and dated letter from the entity providing the recognized therapeutic program indicating that the household member has been in the program or</li><li>○ 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.</li></ul></li><li>• <b>“Persons with AIDS”:</b> Certification from a licensed physician that the household member has such a medical diagnosis.</li><li>• <b>For projects approved in 2020 and forward, “Persons aging out of foster care, an orphanage, or other residential facility”</b> 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.</li></ul> <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	Homeownership counseling	<p>Projects awarded points for “Homeownership Counseling” as defined in the AHP Implementation Plan must submit one of the following supporting documents for each homebuyer to verify they completed such counseling:</p> <ul style="list-style-type: none"><li>• A current, executed letter from the Sponsor indicating the homebuyer(s) participated in the counseling program documented in the approved AHP application, or</li><li>• A homeowner counseling course completion certification from the counseling program documented in the approved AHP application for each homebuyer.</li></ul> <p>If the documentation specifically mentions the components of the course offering, the FHLB requires evidence the counseling covered at minimum <b>home maintenance, credit-worthiness, household budgeting, and mortgage financing</b>. The FHLB encourages the counseling to include information on predatory lending.</p>
7a	Donation of at least \$500 in goods/services	<p>Projects awarded points for donation of goods/services valued at \$500 or more must include the donation amount on one or more of the AHP Owner-Occupied Rehab Development Budgets under the Sources section <b>AND</b> submit one of the following supporting documents:</p> <ul style="list-style-type: none"><li>• 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</li><li>• 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</li><li>• 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.</li></ul> <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”).</p>



7b	Fee waiver from the local government of at least \$500	<p>For projects approved in 2021 or prior that were awarded points for local government fee waiver valued at \$500 or more, submit one of the following supporting documents:</p> <ul style="list-style-type: none"><li>• 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</li><li>• 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.</li></ul> <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 <b>not</b> 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.</p>
8a	AHP Sponsor Commitment Verification Form	<p>Provide the complete the AHP Sponsor Commitment Verification form on our website for projects awarded points in any of the following categories:</p> <ul style="list-style-type: none"><li>• Marketing/outreach activities,</li><li>• Pre-development activities,</li><li>• Sponsor as general contractor on the project,</li><li>• Landscaping by the Member or community organization (for projects 2021 and prior)</li><li>• Credit counseling/budgeting,</li><li>• Daily care services,</li><li>• Education services,</li><li>• Employment/skills training, and/or</li><li>• Tenant on Sponsor's Board.</li></ul> <p>This form verifies the sponsor has completed those activities meeting the FHLB's definitions as outlined in the AHP Implementation Plan. The form must be signed and completed in its entirety including check boxes and descriptions where indicated.</p>



8b	Sponsor cash contribution	Projects awarded points for the Sponsor to provide a cash contribution to the project, must list the full dollar amount of the contribution as a funding source under “Cash Contributions/Fundraising (Sponsor funds)” on a signed AHP Owner-occupied Rehab Development Budget <b>or</b> AHP Habitat Development Budget for one or more units in the project. 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.
9	Work order indicating the work to be completed using the FHLB’s Pre-Rehabilitation Inspection form	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.
10	AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget if the Sponsor made a loan to the household	<p>The FHLB requires the submission of a completed and signed “AHP Owner-occupied Rehab Development Budget” found on the FHLB’s website at <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a>. If the Sponsor <b>will</b> make a loan to the household to pay for a portion of the costs, retrieve, complete, and sign the AHP Habitat Development Budget.</p> <p>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 it adheres to the feasibility limit mentioned for this item in the AHP Implementation Plan. A developer fee (including consultant, administrative, or overhead costs) can <b>only</b> 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 Development Budget must show the full amount of the AHP funding being requested as a funding source to the home. 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"><li>• Sponsor operating costs such as volunteer or fundraising event expenses (including food or beverages)</li></ul>



		<ul style="list-style-type: none"> <li>• Gift cards/other gifts for volunteers or homeowners</li> <li>• Office equipment</li> <li>• Construction tools</li> <li>• Lawn care items</li> <li>• Furniture</li> <li>• Personal items for homeowners such as bedding or dishware that will not be permanent fixtures of the home</li> <li>• Other items at the FHLB's discretion</li> </ul> <p>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>
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	<p>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 <a href="https://www.fhlbcin.com/housing-programs/affordable-housing-program/">https://www.fhlbcin.com/housing-programs/affordable-housing-program/</a>. 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.</p>
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>The FHLB requires evidence of commitment from all permanent funding sources besides AHP that are providing funds to the project, including funding from HOME, AHTF, etc.</p> <p>For all CASH SOURCES appearing on the AHP Owner-Occupied Rehab Development Budget, provide signed copies of grant agreements with all exhibits and/or attachments for all funding sources that do not require repayment, and provide signed Notes and Mortgages (aka Deeds of Trust) for all repayable funding sources.</p> <p>The FHLB does not require back-up documentation for fundraising and cash contributions that did not require an official application process.</p> <p><b>IF...</b></p> <ul style="list-style-type: none"> <li>• the approved AHP application indicates 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 Habitat Development Budget for at least one household in the project.</li> <li>• a funding source identified in the approved AHP application did not contribute funds to a particular unit, submit an explanation indicating why the funding source did not provide funds to the homebuyer(s).</li> </ul>





		<ul style="list-style-type: none"> <li>the Sponsor did not receive an award from a funding source they anticipated receiving at the time of AHP application, communicate this information to the FHLB.</li> </ul> <p>Grant agreements or Notes that apply to more than one household in the project need only be submitted with the first disbursement request package to use those funds.</p>
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 (aka Deed of Trust) associated with such a loan showing the Member as the lender on the loan.</p> <ul style="list-style-type: none"> <li>For projects approved 2019 and prior, the principal amount of the loan must be at least 35% of the total hard costs of the project to be eligible for a point in the AHP scoring system.</li> <li>For projects approved 2020 and forward, there are no principal requirements.</li> </ul>
14b	Permanent loan	<p>If the project received points for the Member’s provision of first mortgage permanent loans to the homebuyers in the project, the following items must be fulfilled:</p> <ul style="list-style-type: none"> <li>The first mortgage Note must identify the Member as the first mortgage lender,</li> <li>The Note must show a term of at least 15 years, and</li> <li>The Member must close at least 51 percent of the permanent loans in the project in the name of the Member.</li> </ul> <p>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 construction or bridge loan to the project, provide A current, executed letter from the Member specifying the rate discount and which loan was discounted.</p> <p>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.</p>
14d	Cash contribution	<p>Projects awarded points for the Member to provide a cash contribution to the project must submit a current, executed letter from the Member <b>or</b> a copy of the Member's cancelled check. If a cancelled check is unavailable, submit evidence of the Member's deposit into an account controlled by the Sponsor.</p> <p>The contribution must be listed as a funding source under "Member Bank Cash Contribution" on a signed AHP Owner-Occupied Development Budget for one or more units in the project.</p> <ul style="list-style-type: none"><li>• Projects approved in 2021 and prior must receive a donation of at least \$500</li><li>• Projects approved in 2022 forward must receive a donation of at least \$750</li></ul>
14e	Servicing of homeowners' loans at no cost to the Sponsor	<p>Projects awarded points for the Member's willingness to service homebuyers' loans originated by the Sponsor at no cost to the Sponsor, must verify the project earned this point with one of the following:</p> <ul style="list-style-type: none"><li>• Language in the Note indicating where the payments will be made for each household, or</li><li>• A current, executed letter from the Member mentioning the loan(s) has(have) been set up on the Member's servicing system and the Sponsor will not be charged for this, or</li><li>• A screen shot of the Member's servicing system showing each loan has been set up on the Member's system.</li></ul>
15a	Qualified Census Tract (QCT)	<p>For projects approved in 2018 that received points for completing all units in a "Qualified Census Tract" (QCT) as defined in the AHP Implementation Plan, submit a copy of a FFIEC printout indicating the property is located in a QCT.</p>



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"><li>• Submit a copy of a FFIEC indicating the property is located in a census tract with an AIF as approved.</li><li>• 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%.</li><li>• Projects approved in 2020, are required to have at least 20% of its units in a census with an AIF greater than 120%.</li></ul>
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# AHP Owner-Occupied Rehab Disbursement Request form- PDF version

Housing & Community Investment

## AHP Owner-Occupied Rehab Disbursement Request

Effective January 3, 2022



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 must submit a pre-approval request at the same time as the disbursement request 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 from the application year: 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"/> <input type="checkbox"/> <input type="checkbox"/>
5. Evidence dated from the application year showing the household meets the commitments made in the approved AHP application, if applicable: a. Elderly household b. Household with special needs		<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. Donation of at least \$500 in goods/services b. 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"/>



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, landscaping, 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"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Permanent loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Below-market rate on the permanent, construction, or bridge loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Cash contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Servicing of homeowners' loans originated by Sponsor at no cost	<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:

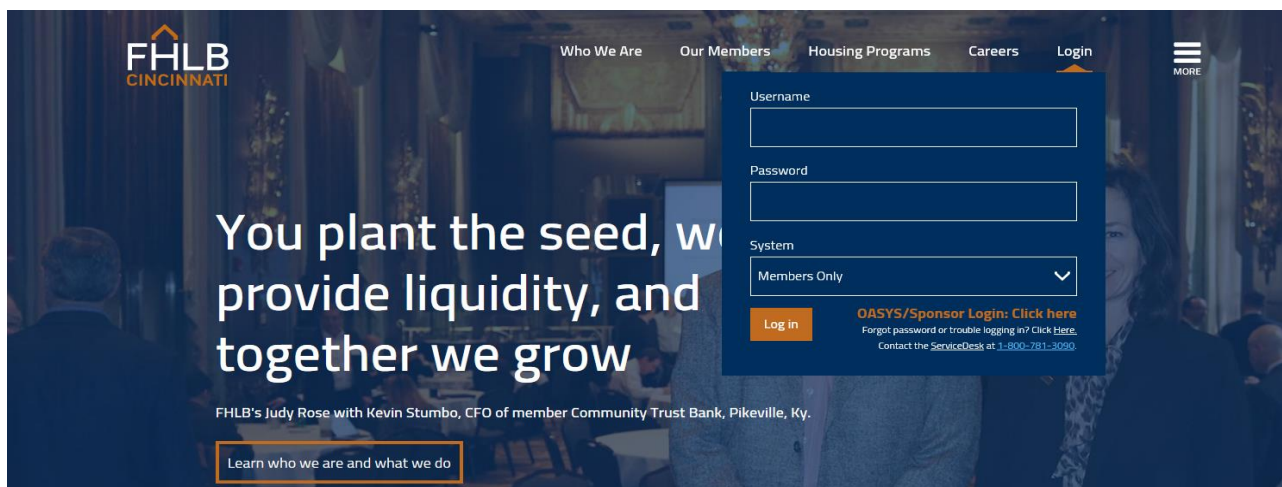


# Instructions for the Member's Submission of the Disbursement Request to FHLB

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](http://www.fhlbcin.com). Sponsors should complete the updated Disbursement Request Forms, attach the appropriate documentation as indicated on the forms, and forward it all to the Member via email. The Member should save the form and attachment as one PDF or TIF, so it can be uploaded.

## How do I access Members Only?

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



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

## Housing programs open for application

### Online Application System (OASYS)

Currently closed for new applications

### Affordable Housing Program ownership disbursements

Available year round

### Welcome Home

Closed





## 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 CINCINNATI**  
HOUSING PROGRAM FORMS

MEMBERS ONLY CHANGE INSTITUTION HOUSING LINKS ▾

### 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

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#### 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. Next, answer the question “Has the household already been pre-approved for this project?” If the answer is Yes, select the name of the applicant that has already been pre-approved then skip to step #6 of these instructions.



## Affordable Housing Program

### Disbursement Request

Main Menu

Member Information

Member: User:

Form Information

☐ Habitat   ☐ Owner-Occupied Rehab   ☐ Ownership

Applicant Information

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

Please select the applicant who has been pre-approved:

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

Applicant Information

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

Applicant

First Name: MI: Last:

Co-Applicant: (if applicable)

First Name: MI: Last:

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

Household Occupants: [How-To](#)

+ Add new Occupant

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



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



**Is any applicant a first-time homebuyer?**

☒ Yes ☐ No

**Does any occupant meet FHLB's homeless definition?**

☐ Yes ☒ No

**Does any occupant meet FHLB's elderly definition?**

☒ Yes ☐ No

**Does any occupant meet FHLB's special needs definition?**

☐ Yes ☒ No

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

Wages and Salaries? ☒ Yes ☐ No

Overtime? ☒ Yes ☐ No

Commissions? ☐ Yes ☒ No

Bonus? ☐ Yes ☒ No

Tips? ☐ Yes ☒ No

Self Employment? ☐ Yes ☒ No

Alimony? ☐ Yes ☒ No

Child Support? ☐ Yes ☒ No

Rental Income? ☐ Yes ☒ No

Workers Compensation? ☐ Yes ☒ No

Social Security? ☐ Yes ☒ No

Supplemental Social Security? ☐ Yes ☒ No

Pension? ☐ Yes ☒ No

Annuities? ☐ Yes ☒ No

Armed Forces? ☐ Yes ☒ No

Retirement Funds? ☐ Yes ☒ No

Other? ☐ Yes ☒ No

**Annual Gross Household Income:**

\$28,250.00

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



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

**1<sup>st</sup> 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

**2<sup>nd</sup> 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, or Ownership).

**Contact Information**

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

Name:  Phone #:

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

☐ I agree

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: **FRONT-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

### 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)

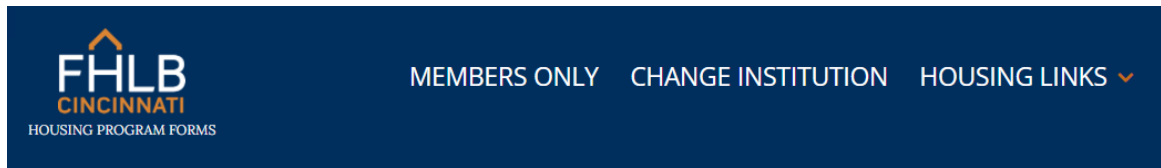
The Unit Size field is required.





## How do I know if FHLB received my request?

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



## 2 Affordable Housing Program

### Disbursement Request

#### Main Menu

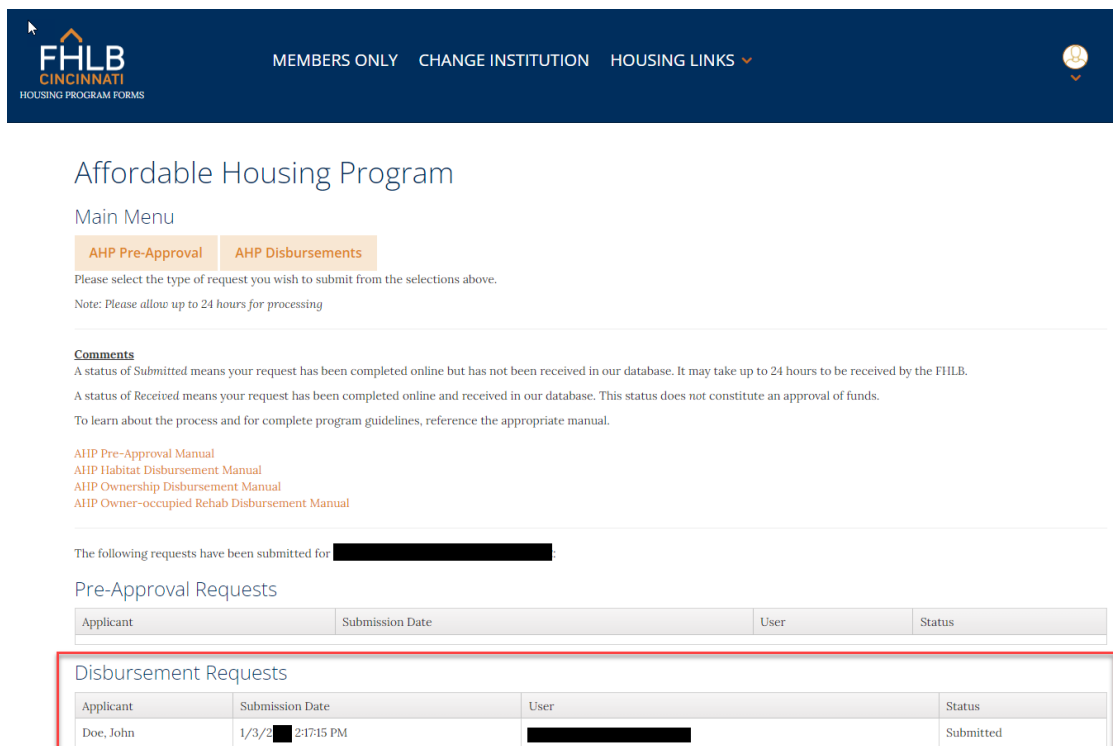
Your Affordable Housing request has been successfully submitted. However, this does not constitute an approval of funds.

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

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

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

13. 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.





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.

Sample Cover letter.



221 East Fourth Street  
Suite 600  
Cincinnati, OH 45202

T (513) 852-7500  
F (513) 852-7600  
[www.fhlbcin.com](http://www.fhlbcin.com)

November 22, 20██

██████████  
██████████ Bank  
██████████  
Suite ██████████  
██████████

RE: 202001-0 ██████████

Dear ██████████,

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

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

Regards,

Damon V. Allen  
Senior Vice President

Please reference our Affordable Housing Program Manuals available at [www.fhlbcin.com](http://www.fhlbcin.com) for complete program guidelines.

**BUILDING STRONGER COMMUNITIES**



Sample Disbursement Request Form.



2021 Affordable Housing Program  
AHP Disbursement Request

November 22, 2021

Member Information

Member: [REDACTED]

User: [REDACTED]

Form Information

Project Type: [REDACTED]

Applicant Information

Applicant Name: [REDACTED]

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

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

Annual Gross Household Income: \$ [REDACTED]

Property Information

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip: [REDACTED]

County: [REDACTED]

Unit Size: Single-family

Affordable Housing Program grant requested: \$ [REDACTED]

Mortgage Information

**1st Mortgage**

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

What type of loan product did the homebuyer apply for? [REDACTED]

Is the Member providing the loan and servicing the loan? [REDACTED]

Is the Member servicing the loan, but not providing the loan? [REDACTED]

**2nd Mortgage**

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

Contact Information

Name: [REDACTED]


Phone #: [REDACTED]

Member Contact: [REDACTED]

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



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

 **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*

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#### 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. Retention on owner-occupied rehabilitation projects is prohibited.

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

- A. The funds can only be replaced by another source if it qualified as an eligible outside funding source AND was committed by the deadline stated in the application. If the funds cannot be replaced, a modification must be requested using the AHP Modification Request Form available at [www.fhlbcin.com/housing-programs/affordable-housing-program/](http://www.fhlbcin.com/housing-programs/affordable-housing-program/).

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

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

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

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

**Q. How long does it take to receive funding once the FHLB has received a completed AHP 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 Habitat Projects webinar on the FHLB's website at [www.fhlbcin.com/housing-programs/affordable-housing-program/](http://www.fhlbcin.com/housing-programs/affordable-housing-program/) and review this manual. You can also request a copy of the project's AHP Application Scoring Sheet and/or approved AHP application if you do not have one. You may contact the Housing and Community Investment Department at [AHPDisbursement@fhlbcin.com](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246. Also, be sure to notify the FHLB of staffing changes so that we can update our records.

**Q. 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 January 1, 2021, all Sponsors who are using AHP funds to assist in the rehabilitation of housing owned by AHP-eligible households must submit the pre-approval documentation with your disbursement request after 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/housing-programs/AHPdocuments-and-forms/](http://www.fhlbcin.com/housing-programs/AHPdocuments-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.

- 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.
- 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](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246 for a copy of the project's AHP Application Scoring Sheet and/or approved AHP application if you do not have one.
- The disbursement package contains documentation that contradicts other documentation included in the disbursement request package or documentation submitted with the approved AHP application.
- The amount of funding sources and uses shown on AHP Owner-occupied Rehab Development Budget or AHP Habitat Development Budget do not match.
- Required documentation does not contain the required signatures or the signatures of all homeowners if there are two or more.
- 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.
- 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.
- The Sponsor or Member is delinquent with regard to additional information submission or reporting or compliance requirements of the FHLB for the project being submitted or others.
- The 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.
- 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.
- The Pre-Rehabilitation Inspection form provided does not contain information on the scope of work.
- 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.
- The required pre-approval documentation was not provided with the disbursement package.