

AHP Owner-Occupied Rehab Disbursement Overview



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The Affordable Housing Program (AHP) is our largest and most impactful initiative – over \$895 million awarded since 1990 to develop more than 109,000 affordable housing units. AHP can be used to fund both ownership and rental projects. Grants are awarded on a competitive basis in one offering each year. Applications are typically accepted between June and August with awards in November.

[Read more](#)

Affordable Housing Program resources

ON WEBINARS: For the best viewing experience, webinars should be opened with Microsoft Edge or Google Chrome. The Closed Caption and Transcripts can be turned off by clicking on the Closed Caption icon at the bottom of the screen.

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First-Time Users Guide

All awarded AHP projects must submit disbursement requests in order to receive the grant funds. Webinars, manuals and forms have been created to assist with the disbursement process. These resources vary by project type; Owner-Occupied Rehabilitation, Habitat, Ownership, Rental or Tax Credit. Owner-Occupied Rehabilitation, Habitat and Ownership projects are subject to an eligibility review to qualify the households within the projects. This information can be found in the Pre-Approvals section. **Access relevant information for each project type in the sections below.** If you have questions, please contact the disbursement team at AHPDisbursement@fhlbcin.com or call (888) 345-2246.

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Owner-Occupied Rehabilitation Projects

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The information in this section is relevant to Sponsors whose projects involve the repair or rehabilitation of homes for current homeowners.

▼ Documents and Forms

- [Owner-occupied Rehab Disbursement Manual \[PDF\]](#)
- [Owner-occupied Rehab Disbursement Request Form \[PDF\]](#)
- [Owner-occupied Rehab Disbursement Budget \[EXCEL\]](#)
- [Pre-Inspection Rehab Form \[PDF\]](#)
- [Post Inspection Rehab Form \[PDF\]](#)
- [Disbursement Feasibility Guidelines for Projects Approved in 2022 and Prior \[PDF\]](#)
- [Disbursement Feasibility Guidelines for Projects Approved in 2023 \[PDF\]](#)
- [Sponsor Commitment Verification Form \[PDF\]](#)
- [AHP Verification of Project Loan Information Form \[PDF\]](#)
- [HUD MTSP Median Income Limits \[PDF\]](#)
- [Modification Request Form \[PDF\]](#)
- [Instructions for the Member's Submission of Disbursement Requests through Members Only \[PDF\]](#)

➤ Webinars and Presentations

Timing and Processing

- Submit each request within 60 days of completing the rehabilitation work, or as close to that time as practical.
- FHLB will not accept requests when the final inspection was dated more than 12 months ago.
- Allow at least 30 days for processing a complete request.
- Submit requested additional information within 30 days.
- Requests with 90 days or more of Sponsor/Member nonresponse may be deemed inactive.

Disbursement request instructions

- Complete the current AHP Owner-Occupied Rehab Disbursement Request Form for each household.
- Include the required pre-approval documentation in the same package.
- Gather all applicable disbursement documentation and required signatures.
- Sponsor sends the Request Form and all required documents to the Member as ONE inclusive PDF or TIF.
- Member submits the request through the Members Only portal.

Household eligibility guidelines

- Households must meet all targeting commitments detailed in the project's approved AHP application or latest modification.
- All determinations made by FHLB are final and we will not re-evaluate anything after the disbursement is issued.

Disbursement Request Form

Housing & Community Investment

AHP Owner-Occupied Rehab Disbursement Request

Effective February 1, 2024



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. Sponsors must submit a pre-approval request at the same time as the disbursement request for each household.

Has the rehab work and final inspection occurred within 12 months of submission to FHLB? Yes ☐ No ☐
If "Yes," enter the date of the final inspection: _____ If "No," the unit is not eligible.

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 (all documentation must be dated in the same year as the signed application/intake form): a. Executed and dated intake form or loan application b. Documentation of AHP-assisted household size and marital 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 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		☐ ☐	☐ ☐
6. Evidence the household attended homeownership counseling.		☐	☐
7. Verification the services committed in the approved AHP application were completed, if applicable: a. Donation of goods/services b. Fee waiver from the local government	☐ ☐	☐ ☐	☐ ☐

AHP Owner-Occupied Rehab Disbursement Form
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Effective 02/01/2024



1 - Disbursement training

- One person from the Sponsor organization is required to participate in training for this disbursement type prior to submission of a disbursement request.
- A consultant cannot attend training on the Sponsor's behalf.
- AHP Sponsors may watch a recorded webinar at www.fhlbcin.com.

2-5 - Pre-approval requirements

- Income and Affordability Workbook: submit the General Information and Income Calculation worksheets.
- Executed intake form or loan application signed and dated by all homeowners (on deed).
- Household-size documentation if all occupants and ages/birthdates are not listed on the application.
- Third-party verification for all income sources for household members age 18+, including zero-income certification
- Documentation verifying Persons Aged 60+ and/or Special Needs commitments., if applicable.
- Verification documentation must align with the year the household application/intake form was signed.

6 - 8 Scoring commitments

Submit documentation only when the project was awarded the applicable points

- **Homeownership counseling:** completion certificate or current executed Sponsor letter.
- **Donation of goods/professional services:** document the donor, unit(s), donated item/service and billable value. (must be at least \$550).
- **Climate-resilient housing:** acceptable third-party certification
- **Sponsor commitments:** completed and signed AHP Sponsor Commitment Verification Form for applicable activities.
- **Sponsor cash contribution:** show the required contribution (\$2,000) as a funding source on one or more signed Development Budgets.

9 & 11 - Pre-rehab/Post- rehab inspection

- PRE-REHAB: FHLB Pre-Rehabilitation Inspection form or separate work order signed/initialed as required by all homeowners identified on the Deed, the third-party inspector and Sponsor.
- Pre-rehab form must describe the planned work, estimated cost and indicate that the work is appropriate and needed.
- POST-REHAB: FHLB Post-Rehabilitation Inspection form or separate verification signed and dated by all required homeowners, third-party inspector and Sponsor.
- Post-rehab form must describe completed work and certify completion and compliance with local code.
- Include a copy of the third-party inspector's license.

10 - AHP Owner-occupied Rehab Development Budget

- Use the AHP Owner-Occupied Rehab Development Budget.
- Include total development costs and all permanent funding sources.
- Total permanent sources must equal total costs.
- “AHP Requested” on the Budget must match the “Final Amount Requested” on the Request Form.
- The Sponsor must sign the final Budget.
- FHLB may request back-up documentation, and project contacts cannot change the submitted financials.

Sample AHP Owner- Occupied Rehab Development Budget

Project Number:

Homeowner Name:

Homeowner Address:

Will employees complete construction labor and indirect costs other than the cost of employee benefits be allocated in the employee labor rates?

Project Funding Sources - Permanent Financing and Equity Sources			
Funding Source Name	Funding Amount	Funding Source Name	Funding Amount
AHP Requested	\$0.00	Funding Source Name	\$0.00
Donated Materials Value	\$0.00	Funding Source Name	\$0.00
Donated Professional Labor Value	\$0.00	Funding Source Name	\$0.00
Member Contribution	\$0.00	Funding Source Name	\$0.00
Sponsor Contribution	\$0.00	Funding Source Name	\$0.00
Total Funding Sources	\$0.00		

Project Costs	
Hard Costs	
Demolition	\$0.00
Driveways, sidewalks (road and walks)	\$0.00
Trench work, backfill & compaction	\$0.00
Site Utilities	\$0.00
Underground Water & Sewer	\$0.00
Drainage	\$0.00
Landscaping	\$0.00
Sponsor Employee Labor Costs	\$0.00
Construction/Rehab Hard Costs	\$0.00
Furnishings/Appliances	\$0.00
Builder's Risk Insurance	\$0.00
Builder's Liability Insurance	\$0.00
Donated Professional Labor Value	\$0.00
Donated Materials Value	\$0.00
General Requirements	\$0.00
Construction Management/Overhead	\$0.00
Contractor's Profit	\$0.00

0.00% Acceptable Contractor Costs Calculation



Sample AHP Owner- Occupied Rehab Development Budget

Hard Cost Contingency	\$0.00
Other Hard/Construction Costs	\$0.00
Total Hard Costs	\$0.00
Soft Costs	
Construction Loan Interest	\$0.00
Construction Loan Fee	\$0.00
Bridge Loan Fee	\$0.00
Bridge Loan Interest	\$0.00
Bond Issuance Fees	\$0.00
Permanent Loan Fee	\$0.00
Local building permits/fees	\$0.00
Engineering Fees	\$0.00
Architecture Fees	\$0.00
Market Study	\$0.00
Survey	\$0.00
Energy Audit	\$0.00
Environmental Study/Report	\$0.00
Inspection Fees	\$0.00
Accounting Fee	\$0.00
Tax Credit Application Fee	\$0.00
Tax Credit Reservation/Commitment F	\$0.00
Syndication Expenses	\$0.00
Organizational Expenses	\$0.00
Compliance Fee	\$0.00
Appraisal	\$0.00
Closing Costs	\$0.00
Title & Recording Costs	\$0.00
Legal Fees	\$0.00
Tax/Insurance Escrows	\$0.00
Lease-up Reserve	\$0.00
Operating Reserve	\$0.00
Replacement Reserve	\$0.00
Capitalized Asset Management Fee	\$0.00
Other Reserves	\$0.00
Developer Fee	\$0.00
Consultant Fee	\$0.00
Organizational Overhead	\$0.00
Application Preparer Fee	\$0.00
Relocation Costs	\$0.00

Define Other:

Define Other:

0.00%

Acceptable Developer Fee Calculation

Sample AHP Owner- Occupied Rehab Development Budget

Consultant Fee	\$0.00
Organizational Overhead	\$0.00
Application Preparer Fee	\$0.00
Relocation Costs	\$0.00
Real Estate Taxes	\$0.00
Rent up/Marketing	\$0.00
Site Security	\$0.00
Soft Cost Contingency	\$0.00
Other Soft Costs	\$0.00
Total Soft Costs	\$0.00
Total Project Costs	\$0.00

Define Other:

Sponsor Signature Sign-off

All costs and sources for the above homebuyer are accurate to the best of my knowledge and contain no ineligible costs (signage, drinks/food, t-shirts, lawn mowers, gifts/gift cards, entertainment, parking fees, cell phone bills, gas, donated employee

Sponsor Signature:	
Sponsor Typed Name:	
Date:	

Sponsor Employee Labor Costs

Name	Work Completed	Date	# of hrs	Hrly Wage	Total Amount
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
0	0	1/01/2000	0	\$0.00	\$0.00
Total Sponsor Employee Labor Costs					\$0.00

12 - Evidence of all funding sources

- Document all permanent funding sources. For grants, provide signed agreements with exhibits/attachments. For repayable sources, provide signed Notes and Mortgages/Deeds of Trust.
- If the project earned points for eligible outside funding, the approved source(s) must be applied to at least one unit.
- Nothing needs to be submitted when Sponsor cash/fundraising is used on a Budget.

14 - Member scoring commitments

Submit Member Commitment Verification Form

- **Bridge/construction loan:** Note and Mortgage. For line of credit, submit proof of draw.
- **Permanent loan:** Note and Mortgage. The Note must identify the Member as lender, meet the term requirement, and the Member must meet the project-level 51% commitment.
- **Below-market rate:** Member Commitment Verification Form
- **Member cash contribution:** Member Commitment Verification Form. Must be reflected on one or more Budgets.
- **Loan servicing:** Member Commitment Verification Form

15-17 - Unit specific documentation

- Submit current FFEIC for the household's address.
- If awarded points for “Creation of Opportunity for Disadvantaged Areas,” the census tract for 50% of the units must meet one of the following criteria:
 - Tract minority percentage greater than 50%
 - Rural designation by USDA and have a family median income percentage less than 51%
- Manufactured housing must meet the eligibility requirements in the Manual, including applicable HUD Code, permanent foundation and real-property requirements. Mobile homes manufactured before June 15, 1976 are not eligible.

18 - AHP Verification of Project Loan Information Form

- If construction/bridge loan interest or fees appear on the Budget OR the project earned points for member provision of a loan, submit the AHP Loan Information Verification form.
- Loan rates and fees are subject the FHLB Feasibility Guidelines outlined in the AHP Implementation Plan.

Disbursement feasibility

- Projects must meet all feasibility guidelines and approved parameters. Any deviations must be explained and will undergo additional review for reasonableness.

Disbursement package checklist

- Request Form is complete, signed and each document is marked “Already on file,” “Enclosed,” or “N/A,” as applicable.
- Required pre-approval documentation is included.
- All homeowners and other parties have signed the applicable documents.
- Pre- and post-rehab documentation clearly describes the work.
- Development Budget is signed and balances.
- Budget AHP Requested equals the Request Form Final Amount Requested.
- All permanent funding sources are appropriately documented.
- Deed/ownership documentation is complete including address verification.
- Applicable scored commitments are documented.
- Everything is combined into one PDF or TIF for Member submission.

AHP disbursement team

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Current HCI products

- Affordable Housing Program (AHP)
- Welcome Home Program (WHP)
- Community Investment Program (CIP)
- Economic Development Program (EDP)
- Voluntary Programs:
 - Zero Interest Fund (ZIF)
 - Carol M. Peterson Housing Fund (CMPHF)
 - Disaster Reconstruction Program (DRP)

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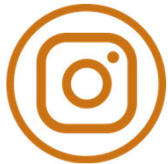
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Let's celebrate together!

We encourage all FHLB Members and housing sponsors to notify us of plans to celebrate or recognize any FHLB-funded housing or community investment project. FHLB is often available to participate and to offer public relations assistance for community events such as ribbon cuttings, groundbreakings, and dedications.

**Please contact Marketing/Public Affairs,
toll-free, at (877) 925-FHLB(3452).**



Thank You

