

Housing & Community Investment

# Pre-Approval Manual



## Affordable Housing Program

Effective January 1, 2025

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Housing and Community Investment

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# Table of Contents

Summary and Purpose.....	2
Timing of Request Submission .....	2
Request Criteria.....	2
Determining Income Eligibility.....	3
Calculation of Income.....	3
Determining Percentage of Area Median Income .....	3
FHLB Aids for Calculating Income .....	4
Household Affordability Analysis.....	4
Submission of Pre-approval Requests to FHLB.....	4
After a Pre-approval Request Has Been Submitted.....	4
AHP Pre-approval Request Instructions.....	6
Descriptions of Required Documents .....	7
AHP Pre-approval Request Form.....	14
Submitting Online Affordable Housing Program Pre-Approval Requests.....	16
Frequently Asked Questions and Common Mistakes.....	27
Frequently Asked Questions (FAQs).....	27
Common Mistakes.....	28



## Summary and Purpose

This AHP Pre-approval Manual has been designed as a reference guide for Sponsors and Members (commercial banks, thrifts, credit unions, 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. Sponsors providing rental housing should *not* use this manual. Owner-Occupied Rehabilitation projects must submit the pre-approval at the same time as the disbursement as one combined request for each unit in the project. All Sponsors who are using AHP funds to assist in the acquisition, creation, or rehabilitation of housing to be owned by AHP-eligible households *have the option to* submit a pre-approval request at the time of your disbursement request or *prior* to the completion of the work on the home or the closing of the loan for each household.

The purpose of a pre-approval request is to communicate to the FHLB whether or not the household meets the income and other targeting requirements to which the Sponsor and Member have committed in the approved AHP application and to provide the Sponsor and Member with the FHLB's income calculation and targeting determinations for the purposes of establishing the household's loan criteria. This manual provides instructions for submitting a pre-approval request. Please review this manual and the most recently recorded version of the AHP Pre-approval webinar available at [www.fhlbcin.com](http://www.fhlbcin.com) prior to submitting a pre-approval request. One AHP Pre-approval Request form must be completed by the Sponsor for each household to be included in the AHP project. Use the form, this manual, and the [Income Eligibility Guide](#) to identify acceptable documentation for qualifying the household.

## Timing of Request Submission

The AHP Sponsor must determine when it makes the most sense to submit a pre-approval request to the FHLB. Some Sponsors may decide that they want to know as soon as a household has applied to their program if the household will qualify for AHP funds; other Sponsors may prefer to wait until closer to loan closing so that the household's income will be up to date when submitted to the FHLB. Either way, the FHLB will require an intake form/loan application and supporting documentation dated the same year as the application/intake form. Once a homebuyer's/owner's intake application is submitted to the FHLB, a different application will not be accepted. All verifications including income, first-time homebuyer, special needs, and homeless must be from the year the application is signed by the homebuyer/owner. A household's pre-approval request may not be withdrawn and reinstated once it has been submitted to the FHLB. The FHLB recommends submitting a pre-approval request as close to loan closing as is practical.

Once the FHLB receives the AHP Pre-approval Request form with all supporting documentation, the FHLB will analyze the information and will contact the Sponsor and the Member via e-mail or phone should additional information or clarification be required. All requests and additional information will be processed in the order in which they are received. Please allow 30 days for the FHLB to process any materials submitted.

Submitting documentation that is complete, accurate, and consistent will allow the request to be processed as expeditiously as possible. If the FHLB receives incomplete or incorrect documentation, delays in the process will occur. To avoid unnecessary delays, refer to the Frequently Asked Questions and Common Mistakes section of this manual.

## Request Criteria

In processing pre-approval requests, the FHLB reviews the information submitted with the request and other pertinent project information obtained from the Member and Sponsor during the application and review process. The FHLB verifies that the project continues to qualify for the awarded subsidy based on the scoring criteria set forth in the AHP Implementation Plan in place when the project was awarded AHP funds. Sponsors must have



documents in place in a form satisfactory to the FHLB to meet the requirements of the AHP Regulation prior to pre-approval of funds for any household. Below is a detailed list of documents required (see pages 7-12 for the required document list) for pre-approval 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.

Submit the following at any point after the project has received an award of AHP funds but no later than at the time of disbursement request:

- The complete AHP Pre-approval Request form signed by the Sponsor (form not required if submitting pre-approval request and disbursement request at the same time).
- The household's signed and dated application/intake form.
- Marital status of the homebuyer/owner.
- Documentation of "Household" size if it is not indicated on the intake application.
- Third-party income documentation dated the same year as the application/intake form for all income sources listed on the intake application.
- Third-party income documentation for all household members aged 18+ if their income source (or lack thereof) is not listed on the intake application.
- Verification of homeless, special needs, person aged 60+, and/or first-time homebuyer status, if applicable to the project and/or the homebuyer/owner dated the same year as the application/intake form.
- Loan principal, term, tax amounts, homeowners' association dues, lot rent, leasehold payments, and any other predetermined housing expenses (utilities excluded) the household will have to pay monthly (estimated amounts if this information is not already known).

## Determining Income Eligibility

Verification of the household's gross annual income is required before a pre-approval can take place. Use the following guidelines to calculate household gross annual income to determine if the household will meet the project's income requirements.

### Calculation of Income

The FHLB requires that all households meet the income targeting requirements outlined in their project's approved AHP application or approved project modification. The FHLB follows the income calculation guidelines found in the FHLB Income Eligibility Guide. The income of all household members aged 18+ must be documented along with any disability benefits or child support payments received for a child. The documentation must be **dated the same year as the application/intake form** in all cases except those noted on pages seven and eight. Please refer to the AHP Implementation Plan and the Income Eligibility Guide for a complete list of income inclusions and exclusions and for more information on calculating income.

### Determining Percentage of Area Median Income

Once the FHLB has calculated gross annual income for all sources of household income, we then compare the total income figure to the area median income from the same year, for the appropriate "Household" size given in HUD's MTSP data set, and for the county in which the AHP-assisted home is or will be located. The household's percentage of the area median income must be less than or equal to the income target percentages to which the project committed in the approved AHP application (or approved project modification). Please reference the [MTSP income limits](#) on the FHLB website.



## FHLB Aids for Calculating Income

For a summary of the income calculation methods use by the FHLB, please listen to the “Determining Income” webinar which can be accessed on the [Pre-approvals](#) page under Webinars and Presentations.

For additional assistance, please reference the FHLB Income and Affordability Workbook which can be accessed on the [Pre-approvals](#) page under Documents and Forms.

## Household Affordability Analysis

For all ownership housing except owner-occupied rehab, the FHLB calculates a housing expense ratio for each household by dividing the annual housing-related costs (as defined below) by the gross annual income of the household **as calculated by the FHLB**. This ratio must fall within the required range applicable to the project as outlined below.

The numerator of the housing expense ratio includes annual payable principal, interest, real estate taxes, homeowner’s insurance, homeowner’s association dues, lot rent, leasehold payments, mortgage insurance premiums, and any other predetermined housing expenses. Utilities may not be included in the housing expenses under any circumstances.

The housing expenses must not exceed 31 percent of the household’s annual gross income as calculated by the FHLB.

If the payment percentage exceeds the required range, the FHLB deems the home unaffordable to the household and will not disburse AHP funds. For assistance with assessing affordability, please see the FHLB Income and Affordability Workbook which can be accessed on the [Pre-approvals](#) page under Documents and Forms.

Please note that, if the household receives Section 8 to Homeownership Assistance or other comparable income, the home is deemed affordable to the household, and this calculation is not performed as long as acceptable documentation of the income source is submitted. Owner-occupied rehab projects will not undergo an affordability assessment.

## Submission of Pre-Approval Requests to FHLB

The Member contact is required to submit each pre-approval request through the Member’s Only portal available at [www.fhlbcin.com](http://www.fhlbcin.com). The Sponsor contact is responsible for gathering all of the required documentation and signing the AHP Pre-approval Request Form. Once all documentation is collected, the Sponsor will email the AHP Pre-approval Request Form with ALL required documents as ONE inclusive PDF or TIF attachment to their Member contact for submission to the FHLB. See page 15 for instructions for how the Member contacts will complete this process.

## After a Pre-Approval Request Has Been Submitted

Once a Sponsor has submitted a pre-approval request to the FHLB, it will receive one of three possible responses from the FHLB within 30 days.

One of the possible responses is a pre-approval letter containing the FHLB’s conclusions regarding the household’s total annual gross income, the income as a percentage of area median income, and whether or not the household meets the FHLB’s definitions of “Special needs,” “Homeless household,” and/or “First-time homebuyer.” Although this letter indicates that the household is eligible for AHP funds, the Sponsor will NOT receive a disbursement of AHP funds at the time that the household is pre-approved. In order to receive a disbursement of AHP funds, the Sponsor and AHP Member must complete and submit the disbursement request



form and all supporting documentation for the appropriate project type after the work on the home has been completed and the household has taken possession of the home. To access the disbursement request forms and their corresponding manuals, select the appropriate project type under the categories shown on the [AHP Disbursement Information](#) page. If the Sponsor receives a pre-approval letter with no prior information to the contrary regarding affordability, the Sponsor may assume that the FHLB deemed the loan terms acceptable based on the information provided. **If loan terms change between the time of pre-approval and the closing of the loan, the Sponsor must reassess if the household still meets the FHLB's affordability requirements using the information presented above,** as the FHLB is not liable for changes made outside of the pre-approval process.

The second possible response is a request for additional information. If the FHLB requests additional information, please provide all requested materials at one time to the FHLB analyst who requested the additional information within 30 days of the receipt of the request. Submitting documentation that is complete, accurate, and consistent will allow the request to be processed as expeditiously as possible. Please allow 30 days for the FHLB to process any additional materials submitted.

The third possible type of response the Sponsor may receive to a pre-approval request is notification that the household does not qualify for AHP funds. If the request is denied because the household's income exceeds the income limits for the project as established in the approved AHP application (or approved project modification), the Sponsor will receive a letter containing the FHLB's conclusions about the household's total annual gross income and the household's income as a percentage of area median income. If the Sponsor would like to contest the denial, they may provide additional income documentation dated the same year as the application/intake form to the FHLB. **A household's pre-approval request may not be withdrawn and reinstated once it has been submitted to the FHLB.** If the request is denied because the household does not meet the project's commitment(s) for serving households with special needs, first-time homebuyers, and/or homeless households, the request will be denied via e-mail and the Sponsor will be given the opportunity to provide documentation verifying the household meets the required commitment(s).



# AHP Pre-Approval Request Instructions

Please follow the steps below to request a pre-approval for any household. If additional assistance is necessary, please contact the Housing and Community Investment Department at [AHPDisbursement@fhlbcin.com](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246.

<b>Step 1: Complete the AHP Pre-approval Request Form</b>
<ul style="list-style-type: none"><li>• Print the AHP Pre-approval Request form on the <a href="#">Pre-approvals</a> page under Documents and Forms.</li><li>• Complete all sections of the AHP Pre-approval Request form. Mark each of the Required Documents as “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 2: Gather Required Documents</b>
<ul style="list-style-type: none"><li>• Collect anything marked “Enclosed” on the AHP Pre-approval Request form for inclusion in the request package to be transmitted to the FHLB by the Member contact. All documents that pertain to the project are required.</li><li>• Use the listings below to ensure the documentation provided meets the AHP requirements.</li></ul>
<b>Step 3: Obtain Required Signature and Submit to the Member Contact</b>
<ul style="list-style-type: none"><li>• The project’s Sponsor contact must sign the AHP Pre-approval Request form and then email the form and ALL required documents as ONE inclusive PDF or TIF attachment to the Member contact for submission to the FHLB.</li></ul>
<b>Step 4: Member Submits the AHP Pre-approval 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 login to the Members Only page on the FHLB’s website to electronically submit the AHP Pre-approval Request (Instructions on page 15 of this manual)</li></ul>





## Descriptions of Required Documents

### AHP Pre-approval Request form

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

1	Certification of pre-approval training completion	<p>Every year, prior to the submission of a pre-approval/disbursement request, the Sponsor is required to:</p> <ul style="list-style-type: none"><li>• View the full audio version (not the slides-only version) of the most current AHP Pre-approval webinar which can be accessed on the <a href="#">Pre-approvals</a> page under 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>
2a	Executed intake form or loan application	<p>Submit the intake form or loan application that includes the following:</p> <ul style="list-style-type: none"><li>• Signed and dated by all homebuyers/owners</li><li>• Marital status of all household members aged 18+</li><li>• Income sources for all household members aged 18+</li></ul> <p>The FHLB will not accept a different/revised version of the application once it has been submitted.</p> <p><b>All verifications including income, first-time homebuyer, special needs, and homeless must be from the year the application is signed by the homebuyer/owner.</b></p>
2b	Documentation of AHP-assisted household size, if not stated on the intake form or loan application	<p>If the intake form or loan application does not list 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. Refer to the <a href="#">Income Eligibility Guide</a> to determine who should be included in household size.</p>
2c	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 aged 18+, even if they have no income. Follow the income calculation guidelines found in the FHLB <a href="#">Income Eligibility Guide</a> for determining acceptable forms of income documentation and for income calculation methods.</p> <p>Submit one of the following as appropriate for each income source listed on the household’s intake form/ loan application:</p> <ul style="list-style-type: none"><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, or W2 (only acceptable for previous year’s income).</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</li></ul>





		<p>the current year's profit and loss statement signed by the income earner.</p> <ul style="list-style-type: none"> <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 bank statements, 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>Zero income:</b> household member(s) aged 18+ self-certifies to zero income (see the <a href="#">Certification of Zero Income</a> form available on the FHLB's website).</li> </ul> <p>Public assistance of any kind (including 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> <p>Refer to the <a href="#">Income Eligibility Guide</a> for a full list of income exclusions.</p> <p>All income documentation submitted must clearly identify the following:</p> <ul style="list-style-type: none"> <li>• Household member's name(s),</li> <li>• Name of income source (employer, Social Security Administration, etc.), and</li> <li>• Amount and frequency of the income received from that source.</li> </ul>
3	Income and Affordability Workbook	<p>Once you have 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 on the <a href="#">Pre-approvals</a> page under Documents and Forms.</p>



4a	First-time homebuyer	<p>Projects awarded points for “first-time homebuyer” 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 dated in the same year as the application/intake form:</p> <ul style="list-style-type: none"><li>• Indication on the intake form or loan application that the household has rented for the previous 3+ years.</li><li>• A current, executed letter from the Sponsor indicating that the homebuyer(s) is(are) a first-time homebuyer(s) or meets one of the following:<ul style="list-style-type: none"><li>○ An individual, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse,</li><li>○ An individual, while married, owned a home with his or her spouse or resided in a home owned by the spouse,</li><li>○ An individual or household who owns a home that:<ul style="list-style-type: none"><li>▪ Is not intended as a dwelling;</li><li>▪ Is a “Mobile home” that was not originally assembled to meet nationally recognized standards or is not permanently affixed to a foundation that meets nationally recognized building code standards; or</li><li>▪ Is not in compliance with state, local, or model building codes and cannot be brought into compliance for less than the cost of constructing a permanent structure.</li></ul></li></ul></li></ul>
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4b	Homeless household	<p>Projects awarded points for “Homeless 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 dated in the same year as the application/intake form:</p> <ul style="list-style-type: none"><li>• A dated and fully executed certification from the Sponsor regarding the household’s living conditions for “Overcrowded housing.” See the following examples:<ul style="list-style-type: none"><li>○ Seven people residing in a two-bedroom apartment qualifies as overcrowded housing</li><li>○ When a household is no longer able to continue their existing housing, and their recourse is to combine with another existing household.</li></ul></li><li>• A letter from the organization that gives notice of properties affected by the eminent domain process for homeowners displaced by eminent domain;</li><li>• An executed and dated narrative from the Sponsor regarding the household’s loss of home due to a natural disaster.</li><li>• A copy of the notice of condemnation or eviction for the property in which the household was living;</li><li>• An independent inspection of the property where the household was residing indicating the property is uninhabitable and that repair/rehab is not economically feasible;</li><li>• An executed and dated narrative from the Sponsor regarding the household’s lack of a fixed, regular, and adequate nighttime residence;</li><li>• Notice from a supervised publicly or privately operated shelter indicating that the household was staying there;</li><li>• Notice from an institution that provides a temporary residence for individuals intended to be institutionalized that the household was staying there; or</li><li>• An appraisal or other comparable documentation indicating that the household’s primary nighttime residence is a “mobile home” that was constructed before 1976 and does not meet the requirements of the National Manufactured Housing Construction and Safety Standards.</li></ul>
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4c	Households with person aged 60+	<p>Projects awarded points for households with “Person aged 60+” must have a household member that meets the definition in the AHP Implementation Plan to qualify.</p> <p>Submit government issued documentation to verify date of birth:</p> <ul style="list-style-type: none"> <li>• Driver’s License/ID</li> <li>• Passport</li> <li>• Other government issued documentation that indicates date of birth</li> </ul>
4d	Household with special needs	<p>Projects awarded points for “Special Needs” must have a household member that meets the definition in the AHP Implementation Plan to qualify.</p> <p>Submit one of the following supporting documents dated in the same year as the application/intake form (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> <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> </ul> </li> </ul>



		<ul style="list-style-type: none"> <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> <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> <ul style="list-style-type: none"> <li>○ Certification from a licensed physician that the household member has such a medical diagnosis.</li> </ul> </li> <li>• <b>“Persons aging out of foster care, an orphanage, or other residential facility”</b> <ul style="list-style-type: none"> <li>○ Discharge or emancipation paperwork from an agency or the foster care/court system.</li> </ul> </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>
5a; 5b; 5c	Loan Principal(s); Loan Terms(s); Interest Rate(s)	<p>The pre-approval process allows the FHLB to assess the affordability of any permanent debt the household plans to incur as a result of the AHP-assisted housing and to determine if the household will be paying an amount that the FHLB deems affordable. This section is not applicable to projects that do not use permanent debt to pay for development costs.</p> <p>Provide all of the following for each source of hard debt that a household can anticipate paying to enable the FHLB’s calculation:</p> <ul style="list-style-type: none"> <li>• Loan principal</li> <li>• Loan term (If the loan is amortized differently than the loan term, provide both the term and loan amortization)</li> <li>• Loan interest rate</li> </ul>



		<p>Soft, forgivable debt will not factor into the affordability analysis. Be sure to provide the FHLB with the principal, term, and interest rate for all hard debt from any source, including the AHP Member or Sponsor, USDA/RD, the Veterans Administration, the state housing finance agency, or any other lender. If final loan terms have yet to be established for the household, provide average loan terms for households you have served in the past or consider delaying the pre-approval request until more definitive figures are available.</p> <p>The Sponsor may assess affordability using the information provided on page four above or the FHLB Income and Affordability Workbook, which can be found on the <a href="#">Pre-approvals</a> page under Documents and Forms.</p> <p><b>The final income as determined by the FHLB will be communicated to the AHP Sponsor and Member in a pre-approval letter for each household. This will be the same income used to calculate affordability at time of disbursement.</b></p>
5d	Amounts for other predetermined housing costs (insurance, taxes, etc.)	<p>The FHLB also needs information on the other required and predetermined payments the household will be responsible for paying as a result of the housing to determine if the household will be paying an amount that the FHLB deems affordable.</p> <p>Provide anticipated amounts the household will pay monthly in real estate taxes, homeowner's insurance, homeowners association dues, lot rent, leasehold payments, mortgage insurance premiums, taxes, and any other predetermined housing expenses, including all payment amounts that would ordinarily be included in an escrow account. Do not include utilities in this amount.</p>
6	FFIEC detailing the location and demographic information for the AHP-assisted unit.	<p>To obtain the FFIEC for the AHP assisted unit, visit <a href="https://geomap.ffiec.gov/ffiecgeomap/">https://geomap.ffiec.gov/ffiecgeomap/</a> and perform a search for the address of the AHP assisted unit.</p> <p>If the address is found:</p> <ul style="list-style-type: none"> <li>• Click on the "Census Demographic Data" button</li> <li>• Click the print icon within the data box and submit this page</li> </ul> <p>If no results are found:</p> <ul style="list-style-type: none"> <li>• Click the box labeled "User Select Tract" located on the left side of the screen.</li> <li>• On the map, find the location of the unit and click once on that location</li> <li>• The location will now be identified with a dot and the data for that location will be completed on the left side of the screen</li> <li>• Print and submit this page showing the map and the attempted address, and then</li> <li>• Click on the "Census Demographic Data" button under the User Selected Tract, then click the print icon in the data box</li> <li>• Include both pages with the request</li> </ul>



# AHP Pre-approval Request Form - PDF version

 Housing & Community Investment

## AHP Pre-approval Request Effective January 1, 2025



Homebuyer/Owner Name:	
Address of Subject Property:	
County/State for Address:	
Member Name:	
Sponsor Name:	
Project Number:	

Refer to the AHP Pre-approval Manual for acceptable forms of required documentation.

Required Documents:	Enclosed	N/A
1. The Sponsor certifies they have completed pre-approval training Yes <input type="checkbox"/> No <input type="checkbox"/>		
2. 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 status, if not already 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"/>
3. Completed FHLB Income and Affordability workbook: General Information page AND Income Calculation page	<input type="checkbox"/>	
4. Evidence that household meets the following commitments made in the approved AHP application; all documentation must be dated in the same year as the signed application/intake form, if applicable: a. First-time homebuyer b. Homeless household c. Household with persons aged 60+ d. Household with special needs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Anticipated mortgage information for all hard debt: a. Loan principal(s) b. Loan term(s) c. Interest rate(s) d. Amounts for other predetermined housing costs (insurance, taxes, HOA fees, etc.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. FFIEC printout detailing the location and demographic information for the AHP-assisted unit	<input type="checkbox"/>	





**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 Pre-Approval 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:		Phone Number:	
Title:		E-mail:	
Signature:		Date:	

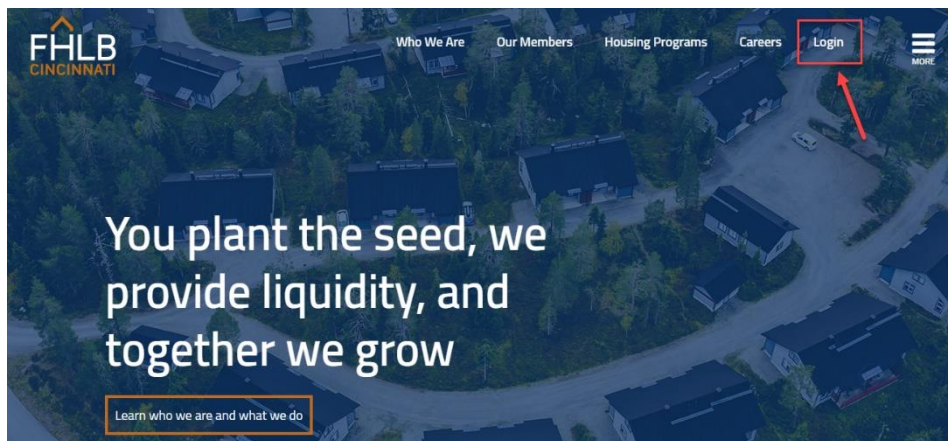


# Submitting Online Affordable Housing Program Pre-Approval Requests

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).



Sign In

Username

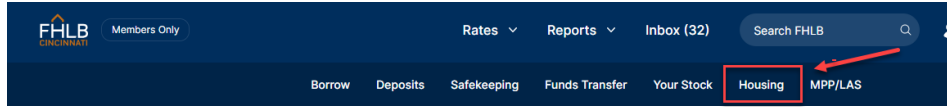
Password

Sign In

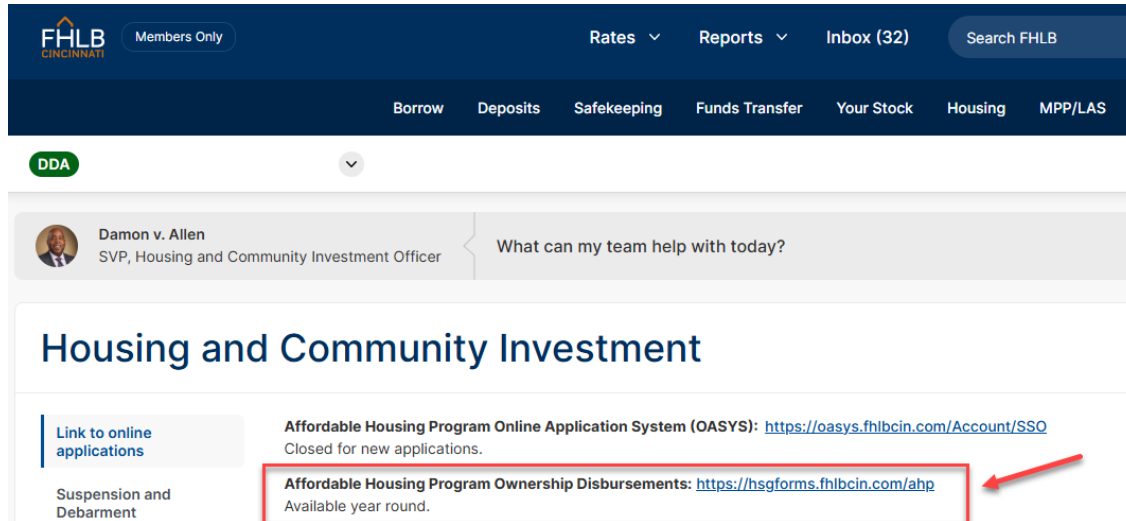
[Need help signing in?](#)



2. Select 'Housing' from the top banner.



3. Choose 'Affordable Housing Program Ownership Disbursements' from the left-hand menu.



## How do I submit a request?

4. On the Affordable Housing Program home page, click on the AHP Pre-Approval 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.



## Affordable Housing Program

### Main Menu



Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

### Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the process and for complete program guidelines, reference the appropriate manual.

[AHP Pre-Approval Manual](#)  
[AHP Habitat Disbursement Manual](#)  
[AHP Ownership Disbursement Manual](#)  
[AHP Owner-occupied Rehab Disbursement Manual](#)



5. When completing the Pre-Approval Request Form, first choose the type of project: Habitat, or Ownership. Then find the appropriate project number from the dropdown list. Enter the applicant and co-applicant names using proper case (the form will not accept all upper or all lower-case letters), then 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.) Note: The form will not allow you to submit if any field or question is left blank (except for the co-applicant field).

## Affordable Housing Program

### Pre-Approval Request

[Main Menu](#)

#### Member Information

Member:

[Redacted]

User:

[Redacted]

#### Form Information

☐ Habitat ☐ Ownership

20



#### Applicant Information

##### Applicant

First Name:

[Redacted]

MI:

[Redacted]

Last:

[Redacted]

##### Co-Applicant: (if applicable)

First Name:

[Redacted]

MI:

[Redacted]

Last:

[Redacted]

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

[Redacted]

##### Household Occupants: [How-To](#)

[+ Add new Occupant](#)

Occupant's Name

Relationship to Applicant

Age

No occupants currently added.



6. Next, answer all the household targeting questions and indicate the sources of income from the list provided. Then enter the Annual Gross Household Income. 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.

**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.



7. Complete the property information. If the full property address is not yet known, enter “To be determined” on the address line. However, the remaining fields must be completed so the household income percentage can be calculated. Be sure to indicate the unit size of the property too.

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)

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 estimated loan amount. This information can be found on the FHLB HCI *General Information* page found in the Sponsor’s attachment. These fields are necessary to calculate household affordability.

Mortgage Information

Fixed Rate Mortgage

Term:   
months

Amortization:   
months

Interest rate:   
percent (rate cannot exceed 7.50%)

The first mortgage loan product is:  
☐ Conventional ☐ FHA ☐ VA ☐ RHS/USDA ☐ Habitat ☐ NA ☐ Other

Loan Amount:



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 “I have read and understand the statements above, and I am familiar with the requirements in the AHP Pre-Approval Manual.”

**Contact Information**

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

**Name:**  **Phone #:**

*I have read and understand the statements above, and I am familiar with the requirements in the AHP Pre-Approval Manual.*

☐ I agree

10. The Sponsor completed AHP Pre-Approval 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 Pre-Approval Request form with all supporting documentation.

*Please note: How-to*

- \* File will need to be re-selected if there are errors on the page.
- \* Allowable file extensions: .pdf, .doc, .docx, .tif
- \* Max file size: 20 MB
- \* All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as E, \$, #, @, 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 and must be uploaded again once all errors have been corrected.

## Affordable Housing Program

### Pre-Approval Request

#### Main Menu

- Must select whether the applicant has income from tips.
- Must select whether the applicant has income from child support.

#### Member Information

Member:  
User:

#### Form Information

☒ Habitat ☐ Owner-Occupied Rehab ☐ Ownership

202501-

#### Applicant Information

##### Applicant

First Name:

Monday

MI:

Last:

Tuesday

Co-Applicant: (if applicable)

First Name:

Wednesday

MI:

Last:

Tuesday

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

2

Household Occupants: Home-To

+ Add new Occupant

	Occupant's Name	Relationship to Applicant	Age
<input checked="" type="radio"/> Delete	Monday	Self	30
<input checked="" type="radio"/> Delete	Wednesday	Spouse	30

Is any applicant a first-time homebuyer?

☒ Yes ☐ No

Does any occupant meet FHLE's homeless definition?

☐ Yes ☒ No

Does any occupant meet FHLE's elderly definition?

☐ Yes ☒ No

Does any occupant meet FHLE's special needs definition?

☒ Yes ☐ No

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

Wages and Salaries? ☒ Yes ☐ No

Overtime? ☒ Yes ☐ No

Commissions? ☐ Yes ☒ No

Bonus? ☐ Yes ☒ No

Tips? ☐ Yes ☒ No

Must select whether the applicant has income from tips.

Self Employment? ☐ Yes ☒ No

Alimony? ☐ Yes ☒ No

Child Support? ☐ Yes ☒ No

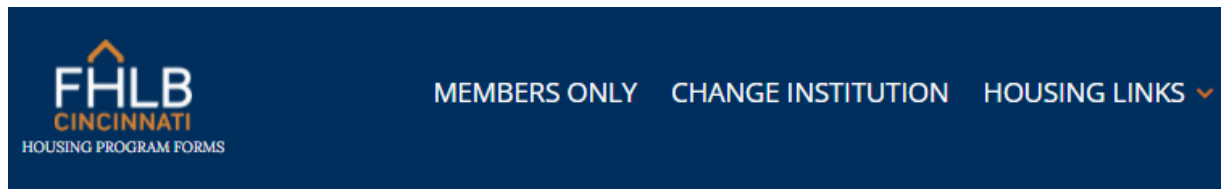
Must select whether the applicant has income from child support.

Rental Income? ☐ Yes ☒ No



## 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.



## 2022 Affordable Housing Program

### Pre-Approval 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.

## Affordable Housing Program

### Main Menu

#### AHP Pre-Approval

#### AHP Disbursements

Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

#### Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the process and for complete program guidelines, reference the appropriate manual.

[AHP Pre-Approval Manual](#)

[AHP Habitat Disbursement Manual](#)

[AHP Ownership Disbursement Manual](#)

[AHP Owner-occupied Rehab Disbursement Manual](#)

The following requests have been submitted for [REDACTED]:

#### Pre-Approval Requests

Applicant	Submission Date	User	Status
Doe, John	1/3/2022 2:42:15 PM	USEREXTRANET\CRAVENSJA	Submitted

#### Disbursement Requests

Applicant	Submission Date	User	Status
[REDACTED]	1/3/2022 2:17:15 PM	[REDACTED]	Submitted



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)

December 23, 20[REDACTED]

[REDACTED]  
[REDACTED] Bank, Inc.  
[REDACTED] Avenue  
[REDACTED]

RE: 20[REDACTED]

Dear [REDACTED],

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

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

Regards,

Damon V. Allen  
Senior Vice President

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

**BUILDING STRONGER COMMUNITIES**



Sample Pre-Approval Request Form.



2025 Affordable Housing Program  
AHP Pre-Approval Request

December 23, 2025

**Member Information**

Member: [REDACTED]  
User: [REDACTED]

**Form Information**

Project Type: [REDACTED]

**Applicant Information**

Applicant Name: [REDACTED]  
Household Size: 2 (Number of people who will reside in home)

Occupant's Name	Relationship to Applicant	Age
[REDACTED]	Self	[REDACTED]
[REDACTED]	Daughter	[REDACTED]

Is applicant a first-time homebuyer? Yes  
Does any occupant meet FHLB's homeless definition? Yes  
Does any occupant meet FHLB's Special Needs definition? No  
Does any occupant meet FHLB's elderly definition? No  
Does any occupant in the household have income from any of the following sources?

Wages and Salaries?	Yes
Overtime?	No
Commissions?	No
Bonus?	No
Tips?	No
Self-Employment?	No
Alimony?	No
Child Support?	No
Rental Income?	No
Worker's Compensation?	No
Social Security?	No
Supplemental Social Security?	No
Pension?	No
Annuities?	No
Armed Forces?	No
Retirement Funds?	No
Other? (Please Explain)	No

Explanation:

Annual Gross Household Income: \$[REDACTED]  
The total household income is 41.39% of the Affordable Housing Program limit for the selected county.

**Property Information**

Address: [REDACTED] Street  
City: [REDACTED] State: [REDACTED] Zip: [REDACTED] County: [REDACTED]  
Unit Size: Single-family  
Loan Amount: \$[REDACTED]

**Mortgage Information**

Term: 300 months  
Amortization: 300 months  
Interest rate: 0.0000% percent  
Loan Amount: \$[REDACTED]

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


**Contact Information**

Name: [REDACTED]  
Phone #: [REDACTED]  
Member Contact: [REDACTED]

I have read and understand the statements above, and I am familiar with the requirements in the 2025 Affordable Housing Habitat Request 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](#)

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# Frequently Asked Questions and Common Mistakes

Below is a list of frequently asked questions and common mistakes that often occur when requesting a pre-approval. They are being provided in an attempt to assist in expediting the pre-approval process.

## Frequently Asked Questions (FAQs)

**Q. How will I know if a submitted request receives pre-approval?**

- A. The AHP Member and Sponsor will receive notification of the pre-approval via e-mail.

**Q. How long does it take to receive pre-approval once the FHLB has received a completed AHP Pre-approval Request form and all supporting documentation?**

- A. Typically, the FHLB will require up to 30 days for reviewing the request and making a decision regarding the eligibility of the household. 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 pre-approval process?**

- A. Please watch the “Pre-Approvals Overview” and “Determining Income” webinars which can be accessed on the [Pre-Approvals](#) page under Webinars and Presentations. You may also contact the Housing and Community Investment Department at [AHPDisbursement@fhlbcin.com](mailto:AHPDisbursement@fhlbcin.com) or call 888-345-2246. Be sure to notify the FHLB of staffing changes so that we can update our records.

**Q. Is the FHLB concerned with the date of the income documentation?**

- A. Income documentation, such as pay stubs, verification of employment, Social Security income, or unemployment, must be dated the same year as the application/intake form. To determine acceptable forms of income documentation, please refer to this manual and the Income Eligibility Guide which can be accessed on the [Pre-Approvals](#) page under Documents and Forms.

**Q. How does the FHLB calculate an applicant’s overtime?**

- A. We often use the applicant’s year-to-date overtime and project it over a 52-week period. If the applicant is not expected to work additional overtime, we will require documentation from the employer indicating as such. If the documentation from the employer is provided, we will use only the overtime already earned in the household’s income calculation. To determine how the FHLB calculates all income types, please refer to the Income Eligibility Guide which can be accessed on the [Pre-Approvals](#) page under Documents and Forms.

**Q. Why is the FHLB concerned with a household member’s marital status and age?**

- A. We require the household’s marital status to verify “Household” size. For instance, if an application shows the head of household as being married, but the spouse is not listed among the household members, this may be an indication income documentation is needed for the spouse. We require the age of all household occupants to ensure income documentation has been provided for all occupants aged 18+, or to verify the age of an occupant aged 60+ if required for Special Needs verification. This information is also required by our examiners.



## Common Mistakes

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

- The AHP Pre-approval Request form is incomplete or unsigned by the Sponsor. All questions on the form 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, mark the "N/A" box on the form for that particular item.
- The person(s) assembling the required documents for the pre-approval request package is not familiar with the FHLB's requirements or the commitments the project made in its approved AHP application. See this manual, the webinar applicable to pre-approvals, or one of the three ownership disbursement manuals available at [www.fhlbcin.com](http://www.fhlbcin.com) (for Habitat, Owner-occupied Rehab, or other Ownership projects) to familiarize yourself with the FHLB's requirements. Contact us using the contact information listed below for a copy of the project's AHP Application Scoring Sheet, if you do not have one.
- The intake form or loan application is not signed by all homebuyers/owners.
- Documentation verifying that the household meets the FHLB's definition(s) of "Special needs," "First-time homebuyer," and/or "Homeless household" is not dated the same year as the application/intake form, or it does not meet our definitions.
- The intake form or loan application is missing the homebuyer's/owner's marital status. The explanation of this FHLB requirement is listed above under the FAQs.
- "Household" size is unclear from the intake form or loan application, or other provided with the pre-approval request contradicts the household size listed on the intake form or loan application.
- Income documentation that requires signatures such as tax returns or verifications of employment do not contain the required signatures.
- Income verification has not been provided for all sources of income, is not dated the same year as the application/intake form, does not adequately identify the household member or employer/issuer, or is otherwise not sufficient. **This is the number one reason for delay.**
- The pre-approval package contains documentation that contradicts other documentation included in the request package.
- Requested documentation is submitted in pieces, not all at one time.