

Housing & Community Investment

# Ownership Disbursement Manual



Affordable Housing Program  
Effective January 1, 2025

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# TABLE OF CONTENTS

SUMMARY .....	3
DISBURSEMENT TIMELINE .....	3
Household Eligibility Guidelines .....	3
Timeline for Disbursement of Funds .....	3
Transfer of Funds.....	4
DISBURSEMENT AVAILABILITY & SUBSIDY ADJUSTMENTS .....	4
Subsidy Adjustments .....	4
DISBURSEMENT CRITERIA .....	5
DISBURSEMENT FEASIBILITY.....	5
Reasonableness of Project Development Costs .....	5
Feasibility Guidelines .....	6
Affordability Analysis .....	6
SUBMISSION OF DISBURSEMENT REQUESTS TO FHLB.....	6
DOCUMENTS AND FORMS.....	7
AHP Ownership Disbursement Request Instructions .....	7
Required Documents Descriptions .....	8
AHP Ownership Disbursement Request – PDF version.....	28
MEMBER INSTRUCTIONS FOR SUBMITTING REQUESTS.....	31
FREQUENTLY ASKED QUESTIONS AND COMMON MISTAKES .....	43
Frequently Asked Questions.....	43
Common Mistakes.....	45



## Summary

This AHP Ownership 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 develop housing for sale to homebuyers but will *not* provide deeply-discounted first mortgage financing to the homebuyers should use this manual; FHLB maintains separate manuals for Sponsors that provide deeply-discounted first mortgage loans, rental housing, or the rehabilitation of housing for homeowners who will occupy their homes for the duration of the project. Sponsors that will assemble a funding package for homebuyers who will select their own homes from the market should also use this manual. Habitat for Humanity affiliates that will not be providing their own mortgage products to the homebuyers and instead utilizing a third-party lender should also use this AHP Ownership Disbursement Manual and Request Form. Instructions for accessing AHP funds, checklists, feasibility guidelines, and retention language are included in this manual.

Please review this manual and the most recently-recorded version of the AHP Ownership Disbursement webinar available at <https://www.fhlbcin.com/housing-programs/affordable-housing-program/> prior to submitting a request for funding. One AHP Ownership Disbursement Request Form (Request Form) must be completed by the project's Sponsor for each home 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.

For questions regarding funding, please contact the FHLB's Housing and Community Investment (HCI) Department 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 acquisition, creation, or rehabilitation of housing owned or to be owned by AHP-eligible households have the option to submit a pre-approval request at the time of your disbursement request or prior to the completion of the work on the home or the closing of the loan for each household. Through our online pre-approval process, FHLB will verify household size, income, and status (special needs/persons aged 60+, homeless, etc.) for all potential AHP fund recipients. Please refer to the AHP Pre-Approval Manual and the AHP Pre-Approval Request Form available at [www.fhlbcin.com](http://www.fhlbcin.com) for more information on the pre-approval process.

Please also note the FHLB will only disburse funds for households in proportion to the percentage of the households that meet certain characteristics for which the project was approved. We will only disburse funds for households in proportion to their meeting the definition of "Special needs," and "Homeless household." For example, for a 10-unit project that commits to serving two homeless households, we will ensure that one out of every five disbursements contains a qualifying homeless household.

### Timeline for Disbursement of Funds

Please submit each request within 60 days of completing the work on the home or the closing of the homebuyer's loan (or as close to that time as is practical) and allow at least 30 days for FHLB to process the disbursement request. Once the Request Form with all supporting documentation is received, we will analyze the information and contact the Sponsor and the Member via e-mail should additional information or clarification be required. Additional information should be submitted within 30 days of the request. All



disbursements will be processed in the order in which they are received. FHLB will not accept requests for households whose loans closed over 12 months ago.

Please allow at least 30 days for the processing of all requests. If the package is incomplete or incorrect documentation was received, 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 homebuyer(s). Within one business day, the approved funds will be electronically deposited 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 us for assistance.

## Disbursement Availability & Subsidy Adjustments

Disbursements will be processed 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 our website.

### 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 for information regarding this or other AHP projects, or
2. If the Member or Sponsor has been asked 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

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 (including affordability), or if ineligible expenses are listed as development costs, or if the costs presented are not reasonable.



## Disbursement Criteria

In processing disbursement requests, the information submitted is reviewed 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 that 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 that the Member and Sponsor have complied with the obligations to which they committed in the approved AHP application. We re-evaluate the financial feasibility of the project and verifies the project's continued need for subsidy. Members and Sponsors requesting AHP funds must have documents in place in a form satisfactory to meet the requirements of the AHP Regulation (including a valid pre-approval for each household) and must provide copies of such documents prior to the FHLB's disbursement of funds. Below is a detailed list of documents required for disbursement processing. Further documentation will be requested as necessary or to request the amendment of documentation, including closing documentation, if it does not meet our 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 by FHLB's Affordable Housing Program Implementation Plan, which is available at [www.fhlbcin.com](http://www.fhlbcin.com).

## Disbursement Feasibility

Each disbursement request must meet all feasibility requirements and guidelines outlined here or provide explanations satisfactory to the FHLB for any values outside the guidelines. Projects that deviate from these parameters will undergo additional review and underwriting to determine the reason for, and the reasonableness of, any deviation. Based on this review, we 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. Projects approved in 2020-2022 must adhere to the feasibility guidelines set at application approval or 2022 and projects approved in 2023 and forward will use the 2024 guidelines.

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 modification procedures, available on our website. FHLB will determine the reasonableness of proposed or actual costs based on its experience with similar projects, similar locations, and similar populations being served. 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 applicable feasibility guidelines for the year the project was approved, available on the [Affordable Housing Program Disbursements](#) page of FHLB's website. 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 applicable parameters will be subject to additional underwriting review. Projects outside any of the guidelines may not be able to receive AHP funds.

## Affordability Analysis

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. If the payment percentage from the housing expense ratio falls below the required range, the FHLB will reduce the AHP grant request by a prorated amount coinciding with the loan amount required to bring the housing costs in the first year of homeownership to the minimum threshold in the range. If the payment percentage exceeds the required range, the FHLB deems the home unaffordable and will not disburse AHP funds. For assistance with assessing affordability, please utilize the FHLB Income and Affordability Workbook available on our website.

- The numerator of the housing expense ratio includes annual payable principal, interest, taxes, insurance, homeowners association dues, and any other predetermined housing expenses. Utilities may not be included in the housing expenses under any circumstances, and
- The housing expenses must be no greater than 31 percent of the partner family's gross annual income as calculated by FHLB.

Please note that, if the homebuyer receives Section 8 to Homeownership Assistance or other comparable income (documentation must be submitted), the home is deemed affordable to the homebuyer, and this calculation is not performed.

## Submission of Pre-Approval and Disbursement Requests to FHLB

The Member contact will be required to submit each pre-approval and disbursement request through the Member's Only portal on our website. The Sponsor contact will be responsible for gathering all of the required documentation and signing the Request Form. Once all documentation is collected, the Sponsor will email the 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 the instructions on page 31 for instructions on how to submit requests through Member's Only.



# Documents and Forms

## AHP Ownership 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 a Pre-Approval Documentation is Submitted 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 the disbursement request (the Pre-Approval Manual and forms are posted on FHLB's website under <a href="#">AHP Disbursement Information</a>).</li></ul>
<b>Step 2: Complete the AHP Ownership Disbursement Request Form</b>
<ul style="list-style-type: none"><li>• Print the AHP Ownership Disbursement Request form on the <a href="#">Ownership Projects</a> page under Documents and Forms.</li><li>• Complete all sections on the 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 Request Form for inclusion in the request package to be transmitted to FHLB by the Member contact. All documents pertaining to the project are required.</li><li>• Use the listings below to ensure the documentation provided meets the AHP requirements.</li></ul>
<b>Step 4: Obtain Required Signatures and Submit to the Member Contact</b>
<ul style="list-style-type: none"><li>• The project's Sponsor contact must sign the Request Form and then email the form with ALL required documents as ONE inclusive PDF or TIF attachment to the Member contact for submission to the FHLB.</li></ul>
<b>Step 5: Member Submits the AHP Ownership 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 login to the Members Only page on our website to electronically submit the AHP Ownership Disbursement Request (instructions on page 31 of this manual).</li></ul>





## Required Documents Descriptions

- **Points of Note:** The Sponsor contact on record with the FHLB or acceptable alternative 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:</p> <ul style="list-style-type: none"><li>• View the full audio version (not the slides-only version) of the most current AHP Ownership Disbursements webinar which can be accessed on the <a href="#">Ownership Projects</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>
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 on the <a href="#">Ownership Projects</a> page under Documents and Forms.</p>
4a	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</li><li>• Marital status of all household members aged 18+</li><li>• Income sources for all household members aged 18+</li></ul> <p>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.</b></p>





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. Refer to the <a href="#">Income Eligibility Guide</a> to determine who should be included in household size.
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 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 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 years' 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 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>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 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</p>



		<p>purposes. 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 information:</p> <ul style="list-style-type: none"><li>• Household member's name(s),</li><li>• Name of income source provider (employer, Social Security Administration, etc.), and</li><li>• Amount and frequency of the income received from that source.</li></ul>
5a	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>



5b	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>
5c	Household with persons aged 60+	<p>Projects awarded points for household with “Persons 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>



5d	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><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></ul>
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		<ul style="list-style-type: none"> <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>
6	Evidence of completion	<p>For every unit that involved construction or substantial rehabilitation work, submit one of the following:</p> <ul style="list-style-type: none"> <li>• Signed copy of the certificate of occupancy</li> <li>• If a certificate of occupancy is not required for the work performed or the area in which the home is located does not issue certificates of occupancy, submit the following: <ul style="list-style-type: none"> <li>○ Final inspection signed by a certified/licensed <b>third-party inspector</b> verifying the work is complete and in compliance with the standards set forth in local code, and</li> <li>○ Copy of the inspector’s license (active at the time of inspection).</li> </ul> </li> <li>• If the builder uses inspections for individual systems instead of a whole-house inspector, FHLB requires evidence the following have passed inspection: <ul style="list-style-type: none"> <li>○ Electrical,</li> <li>○ Heating and cooling,</li> <li>○ Plumbing, and</li> <li>○ Sewage.</li> </ul> </li> </ul>



		Whichever form of documentation is submitted, it must be dated, and the date must indicate the work on the home was completed after the award of AHP funds to the project.
7	Type of work completed: New construction, Rehabilitation, or Acquisition only	<p>A project cannot receive AHP funds for a type of work not disclosed in the approved AHP application without first requesting a project modification.</p> <p><b>If “New construction” then:</b></p> <p>No separate documentation is required for this item, but the documentation provided with the packet should not contradict the type of work indicated here unless the Sponsor submits a valid explanation. For example, the appraisal should not indicate improvements exist on land for which the “New construction” box is checked unless the Sponsor submits an explanation indicating improvements were demolished in order to complete the new construction.</p> <p><b>If “Rehabilitation” then:</b></p> <p>Construction hard costs for the home must equal or exceed \$5,000 (projects approved in 2022 and prior) and \$5,500 (projects approved in 2023 forward) if the “Rehabilitation” box is checked. If the project received points and was approved for substantial rehabilitation this box should still be checked but the construction hard costs for the home must equal or exceed \$10,000 (projects approved in 2022 and prior) and \$11,000 (projects approved in 2023 forward).</p> <p><b>If “Acquisition only” then:</b></p> <p>If total construction hard costs for the home do not meet the applicable requirement, the FHLB will deem the work “Acquisition only,” thereby making the work subject to a different feasibility guideline for “Developer fee” than projects involving substantial rehabilitation (see the current AHP Implementation Plan). Typically, “Acquisition only” means the Sponsor did not make nor coordinate the completion of marked improvements on the property for which they are requesting AHP funds.</p>



8	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 household to verify they completed such counseling:</p> <ul style="list-style-type: none"><li>• A current, executed letter from the Sponsor indicating the household participated in a counseling program that covered the required components listed below, or</li><li>• A homebuyer counseling course completion certification from a counseling program that covered the required components listed below for each household.</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, creditworthiness, household budgeting, and mortgage financing</b>. The FHLB encourages the counseling to include information on predatory lending.</p>
9a	Donation of goods/professional services	<p>Projects awarded points for donation of goods/professional services with a value of \$500 or more (projects approved in 2022 and prior) and \$550 or more (projects approved in 2023) must provide documentation from the donor organization that includes the following:</p> <ul style="list-style-type: none"><li>• Description of the donated goods or services</li><li>• Name and/or address of the AHP-assisted unit(s) that received the donation(s)</li><li>• The billable value of the donated goods or services</li><li>• Signature from donor if a letter is provided</li></ul> <p>The donation must meet the following criteria:</p> <ul style="list-style-type: none"><li>• A cost the FHLB deems eligible for AHP reimbursement, which excludes the costs mentioned in item #10 below</li><li>• The documentation cannot come from the Sponsor or an organization related to the Sponsor (see the FHLB’s definition of “Related parties”)</li><li>• The value of volunteer landscaping does not qualify as a donation under this point category</li><li>• Cash and gift cards do not qualify as donations under this point category</li></ul>





9b	Fee waiver from the local government	<p>Projects approved in 2021 that were awarded points for local government fee waiver valued at \$500 or more must provide documentation from the government entity that includes the following:</p> <ul style="list-style-type: none"><li>• Description of the waived fee</li><li>• Name and/or address of the AHP-assisted unit(s) that received the fee waiver(s)</li><li>• The billable value of the waived fee</li><li>• Signature if a letter is provided</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.</p>
9c	Energy-efficient new construction	<p>Projects awarded points for a certain number of units committing to energy-efficiency standards must submit one of the following <b>from a third party</b> for each home:</p> <ul style="list-style-type: none"><li>• LEED certification signed by an LEED accredited professional</li><li>• Enterprise Green Communities Certification</li><li>• Evidence from a HERS rater that the housing received a HERS rating of 85 or less</li><li>• Proof that the REScheck calculation for the home exceeds the 2012 Model Energy code by 15% or better</li><li>• Energy Star</li><li>• Passive House Certification</li><li>• Department of Energy's Zero Percent Energy-Ready Home Certification</li><li>• Another certification with similar characteristics with prior approval from the FHLB.</li></ul>
9d	Creation of climate-resilient housing	<p>Projects awarded points for a certain number of units to produce climate resilient housing, submit one of the following <b>from a third party</b> for each home.</p> <ul style="list-style-type: none"><li>• FEMA flood certificate (for housing at risk of flooding)</li><li>• National Green Building Standards' Green + Resilience</li><li>• US Resiliency Council</li><li>• SITES</li><li>• FORTIFIED</li><li>• Enterprise Green Communities Certification</li><li>• Another certification with similar characteristics with the prior approval of FHLB.</li></ul>



10a	AHP Sponsor Commitment Verification Form	<p>Provide the complete the <a href="#">AHP Sponsor Commitment Verification form</a> 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>• Credit counseling/budgeting</li><li>• Landscaping (at least eight hours) by the Member or community organization (for projects 2021 and prior)</li><li>• Daily care services (for projects 2022 and prior)</li><li>• Education services (for projects 2022 and prior)</li><li>• Employment/skills training (for projects 2022 and prior)</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>
10b	Sponsor cash contribution	<p>Projects awarded points for the Sponsor to provide a cash contribution to the project must list the contribution as a funding source on a signed AHP Ownership Development Budget for one or more units in the project.</p> <p>In order for the project to earn the point received in the AHP scoring system, the total of all Sponsor contributions to all units in the project must be as follows:</p> <ul style="list-style-type: none"><li>• Projects approved in 2022 and prior must provide a donation of at least \$500</li><li>• Projects approved in 2023 and forward must provide a donation of at least \$2,000.</li></ul>
11a	If "Yes," submit a final and executed AHP Ownership Development Budget	<p>The FHLB requires the submission of a completed and signed "AHP Ownership Development Budget" found on the <a href="#">Ownership Projects</a> page under Documents and Forms. Follow the Instructions tab of the workbook to input all of the costs and permanent funding sources that went into the construction, rehabilitation, and/or acquisition of each home.</p> <p><b>The total cost of the development of the unit must be included on the Budget.</b> If the categories presented on the AHP Ownership Development Budget are too broad, or if any costs are labeled "other," we will require a more detailed breakout of each ambiguous heading. Donated land, materials, or professional labor/services must show an offsetting source of funds associated with the value of each donation entered as a cost on the AHP Development Budget.</p> <p>If the AHP Ownership Development Budget contains costs that FHLB deems as ineligible development costs, provide a statement from the</p>



	<p>Sponsor identifying which funding source listed on the Budget covered the ineligible costs. The AHP grant may be reduced by the amount of the ineligible costs. Such costs include the following:</p> <ul style="list-style-type: none"><li>• Sponsor operating costs such as volunteer or fundraising event expenses (including food or beverages)</li><li>• Gift cards/other gifts for volunteers or homebuyers</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 FHLB’s discretion</li></ul> <p>ADDITIONALLY, the AHP Ownership Development Budget must list all of the permanent funding sources for the project (including AHP and Member/Sponsor cash contributions, as applicable), and <b>the sum of all the permanent funding sources must equal the sum of all the costs listed for the unit.</b> Do NOT include construction financing (that which will be repaid by the permanent funding sources) in the list of permanent funding sources for the project. If the funding sources for the property exceed the total costs, the home may not be eligible for the full amount of AHP funding requested.</p> <p>The Development Budget must show the full amount of the AHP funding being requested as a funding source to the home. The “AHP Requested” on the AHP Ownership Development Budget must match the “Final Amount Requested” as shown on the AHP Ownership Disbursement Request form for each unit.</p> <p>If the AHP Ownership Development Budget shows construction and/or bridge loan interest and/or fees, including prorated loan costs (points and fees) for any applicable loans, submit the AHP Loan Information Verification form (only required for projects approved in 2023 and forward). If the loan(s) are project level and used on multiple units in the project, the form is only required to be completed and submitted once unless any amounts reflected on a previous form have increased.</p> <p>The FHLB reserves the right to request back-up documentation for any and all items appearing on the workbook and will not allow the project contacts to make changes to the AHP Ownership Development Budget once they have been submitted to the FHLB.</p>
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11b	If “No,” submit a current appraisal or Property Value Assessment to document the value of the property acquired by the homebuyer.	<p>For acquisition only projects, submit an appraisal signed by a state-licensed or -certified appraiser or a current Property Value Assessment generally dated within six months of the acquisition by the homebuyer to document the market value of the property if its transfer to the homebuyer did not involve any construction or rehabilitation activities.</p> <p>Transfers involving “Related parties” require an independent appraisal instead of a Property Value Assessment. The appraisal or Property Value Assessment must show a value that equals or exceeds the price to the homebuyer.</p>
12	Executed construction contract and all signed change orders if an outside contractor completed construction/ rehabilitation on the unit	If the Sponsor was not the general contractor for the project, submit a signed copy of the construction contract for the unit containing information on the scope of work and fully executed copies of all change orders associated with the contract. This item is not required for acquisition-only projects.
13a	Verification of property acquisition cost paid by the Sponsor/owner	<p>The FHLB requires verification of the amount the Sponsor paid to acquire the property. The acquisition cost of all parcels that will be represented in the Deed transferring ownership to the homebuyer must be documented. Provide one of the following to verify the purchase price:</p> <ul style="list-style-type: none"> <li>• A fully executed purchase contract, or</li> <li>• A settlement statement or closing disclosure signed by both buyer and seller or settlement agent, or</li> <li>• A Deed with price indicated, or</li> <li>• A signed letter from the grantor, or</li> <li>• A signed copy of the foreclosure/sheriff’s sale document, or</li> <li>• If the Habitat affiliate acquired the property by foreclosing on a partner family to which the affiliate had previously made a loan, only the true costs paid to a third party can be added as acquisition costs. For example, back taxes to purchase the property through a sheriff’s sale are eligible. In addition, these units do not qualify as foreclosed properties.</li> </ul> <p>The price documented in one of the formats mentioned above must match the amount entered for the Paid Building/Land on the AHP Ownership Development Budget. If the homebuyer acquired the property prior to the Sponsor’s involvement in the project and the AHP Ownership Development Budget does not include the price the homebuyer paid, mark “N/A” for items #11a and #11b on the AHP Ownership Disbursement Request form.</p> <p>The description of the homebuyer’s property as contained in the Deed must tie to the document submitted for this item, or a different form of verification of the purchase price will be required. If the sponsor</p>



		<p>acquired parcel(s) that were re-configured to create new buildable lots, submit consolidation or lot split documentation such as surveys or plats and an explanation of the discrepancy.</p> <p>Do not resubmit the documentation for this item if previously submitted with another disbursement request package or with the approved AHP application.</p> <p>If the Sponsor sold the land to the homebuyer, the FHLB needs evidence of how much the <i>Sponsor</i> paid for the land, not how much the <i>homebuyer</i> paid for the land. The amount the homebuyer paid for the land must be reasonable, and FHLB will count any difference between the amount the Sponsor paid for the land and the amount they charged to the homebuyer (assuming the latter is higher) as developer fee.</p> <p>Note: The FHLB considers acquisition cost to be the amount the Sponsor paid to acquire the property from a third party. The FHLB will not recognize the cost shown on a Quit Claim Deed between the Sponsor and itself as documentation of acquisition cost.</p>
13b	Verification the property was donated to the Sponsor	<p>Projects awarded points for a certain number of units produced on property “donated” to the Sponsor as defined in the AHP Implementation Plan, must submit one of the following documents indicating the Sponsor acquired the property without financial consideration:</p> <ul style="list-style-type: none"><li>• A fully executed purchase contract, or</li><li>• A settlement statement or closing disclosure signed by both buyer and seller or settlement agent, or</li><li>• A Deed with price indicated, or</li><li>• A signed letter from the grantor.</li></ul> <p>The documentation submitted above must meet the following requirements:</p> <ul style="list-style-type: none"><li>• Verify that the Sponsor/owner acquired the project’s property <b>from a third party</b> without financial consideration (\$10 or less).</li><li>• A long-term lease or ground lease for a term of at least 15 years provided without financial consideration or at \$10 or less also meets this definition.</li><li>• The property must also have been donated by a third party within five years of the AHP application deadline.</li><li>• If the property was donated more than five years ago, the market value of the land can be shown as a source and a use on the budget, but it does not have to appear there and does not count as a donated property for scoring.</li></ul>



		<ul style="list-style-type: none"> <li>The description of the homebuyer's property as contained in the Deed must tie to the document submitted for this item, or a different form of verification of the purchase price will be required.</li> </ul> <p>Important information to note:</p> <ul style="list-style-type: none"> <li>If the Sponsor paid any substantial acquisition costs, including back taxes or loan payoffs, the property does not meet the FHLB's definition of "Donated property."</li> <li>Conveying land or property for less than full value does not constitute a donation.</li> <li>Part of a property cannot be considered "Donated property" unless that part is individually identified and conveyed separately from other parts.</li> </ul> <p>Do not resubmit the documentation for this item if previously submitted with another disbursement request package or with the approved AHP application.</p>
13c	Verification the acquisition price paid by the Sponsor/owner is at least 50% below market value	<p>Projects awarded points for property acquired at an "amount significantly below market value" as defined in the AHP Implementation Plan, will be verified by comparing the value from the appraisal or Property Value Assessment submitted was at least twice its purchase price. This documentation will verify the value of the property as acquired, prior to any improvements being made.</p> <p>Depending on the project's commitments, there may also be a requirement for the property to have been purchased from an unrelated party within five years of the AHP application deadline for the offering in which the project was approved to fulfill this commitment.</p> <p>Do not resubmit the documentation for this item if submitted with a previous disbursement request package or with the approved AHP application.</p>
13d	Appraisal or Property Value Assessment to document the value of the property acquired by the Sponsor/owner	<p>If land acquisition costs or donated land value are included on the AHP Ownership Development Budget, the FHLB requires verification of market value prior to performing any work on the property. Submit one of the following:</p> <ul style="list-style-type: none"> <li>An appraisal signed by a state-licensed or -certified appraiser showing the "as-is" value of the property generally dated within six months of the Sponsor's acquisition, or</li> <li>A Property Value Assessment from the county auditor's office showing the value of the property generally dated within six months of the Sponsor's acquisition.</li> </ul> <p>If no amount is entered for the paid land costs or donated land value on the cost section of the AHP Ownership Development Budget, nothing needs to be provided for this item.</p>



		<p>Independent of any points awarded to the project, the appraisal or Property Value Assessment must show a value equal to or in excess of the sales price to the Sponsor. If the sales price exceeds the value, the FHLB will reduce the AHP grant by the difference.</p> <p>Transfers involving “Related parties” as defined in the AHP Implementation Plan, an independent appraisal is required instead of a Property Value Assessment.</p>
14	FFIEC	<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>
15	Executed Notes and Mortgages (Deeds of Trust) for all loans made to the homebuyer, even if forgivable	<p>Provide copies of executed Notes and Mortgages (aka Deed of Trust) for all payable and forgivable loans to the homebuyer(s). This is required for all loans from any entity.</p> <p>If there are no second loans made to the homebuyer (forgivable or not), submit a letter or e-mail to the FHLB indicating no second loan exists.</p> <p>The closing date of the first Note/Mortgage may not precede the date upon which the award of AHP funds was made to the project.</p> <p>Enter the amounts of the Notes on the AHP Ownership Development Budget as outlined below and provide an explanation for any discrepancies between the full amounts of the Note compared to what is entered on the Development Budget.</p> <ul style="list-style-type: none"> <li>• For Notes/Mortgages payable, enter the Mortgage Term, Mortgage Rate, and Mortgage P&amp;I Payment in the first section of the Development Budget.</li> </ul>





		<ul style="list-style-type: none"><li>• Forgivable Notes/Mortgages payable to a Habitat affiliate should not appear anywhere on the Development Budget, however, executed copies must still be submitted to FHLB.</li><li>• For Notes/Mortgages that are payable and/or forgivable to an entity other than the Sponsor, enter the full amount of the Note as a funding source on the Development Budget.</li></ul> <p>If projects received points for the Sponsor’s provision of permanent financing:</p> <ul style="list-style-type: none"><li>• The term of the first Note/Mortgage must be at least 15 years, and</li><li>• The Sponsor must close all of the permanent loans.</li></ul> <p>If the project received points for the Member’s servicing of homebuyers’ loans at no cost to the Sponsor:</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> <p>Important information to note:</p> <ul style="list-style-type: none"><li>• Homebuyer(s) cannot occupy the property more than 30 days prior to closing. If the homebuyer(s) occupy the house prior to closing, the project could then be considered a rental project, thereby making it ineligible for AHP reimbursement for projects approved with ownership units.</li><li>• The AHP grant should not be included in any Note or Mortgage, as it should not be passed to the homebuyer(s) in the form of a loan. Liens in any position other than the first may be made by any entity, including or not including those mentioned in this paragraph.</li><li>• Only deferred loans that are from a third party must be shown on the AHP Development Budget. The Sponsor is required to provide the Note and Mortgage associated with the loan when it’s from a third party. Any deferred loans that come from the Sponsor are not a direct source to the development of the project and may or may not be shown on the AHP Development Budget. The Note and Mortgage should still be provided, but the funds will should only be documented on the Budget as “Sponsor cash contribution.”</li></ul>
16	Evidence of ALL outside funding sources shown on the	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. Acceptable funding



	<p>approved AHP application or permanent funding sources listed on the AHP Ownership Development Budget, including copies of all executed grant agreements</p>	<p>sources are cash contributions from the Member or Sponsor, homebuyer down payments, permanent debt, funding from a local, state, or federal government agency, foundation grants or loans, or other loans, grants, or contributions used to pay project development costs.</p> <p>If the project received points for <i>eligible outside funding</i>, then those exact sources must be applied to at least one unit in the project. If the Sponsor was awarded additional sources after the project was approved, they can be utilized, but that does not eliminate the requirement to use the sources approved in the AHP application. Funds must be included among the project's permanent funding sources in order to receive points in the AHP scoring system.</p> <p>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. 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 Ownership 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><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>
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17	Deed evidencing the property is in the name of the homebuyer and the FHLB retention language is inserted, attached, or in a separate restrictive covenant	<p>Submit a fully executed copy of the Deed that transfers ownership of the property to the homebuyer(s) <b>from a third party</b>. In order to be eligible for reimbursement with AHP funds, the homebuyer(s) need to have fee simple interest in the property.</p> <p>An executed will or proof of a life estate to serve as evidence that the homebuyer(s) have site control of the property—contact us prior to submitting documentation if this applies to the property/household intended for the project.</p> <p>The language for the property description as shown in the Deed must match the language for the property description as shown in the acquisition documentation. For example, provide the county property assessment/card to tie the deed to the property if the address is not specified in the Deed.</p> <p>The Deed or a restrictive covenant to the Deed must contain the MOST CURRENT version of the FHLB’s retention language. The retention language is included in the current <a href="#">AHP Implementation Plan</a> found on our website. If the retention language is included in the Deed as an exhibit or addendum, the body of the Deed must reference the exhibit or addendum, or the FHLB will require a recorded copy of the Deed to verify the language was attached appropriately.</p> <p>Please note, the retention language changes periodically, and ONLY the <b>most current</b> language found on the <a href="#">Ownership Projects</a> page under Documents and Forms will be accepted. Check the language prior to including the retention language in any legal document.</p>
18a	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>
18b	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. If it is an unsecured loan or line of credit then submit proof that there has been a draw on the loan that ties to the project. There are no principal requirements.</p>



18c	Below-market rate on the 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>
18d	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 that indicates the amount of the cash contribution <b>or</b> a copy of the Member's cancelled check.</p> <p>The contribution must be listed as a funding source under "Member Contribution" on the signed AHP Ownership 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 must receive a donation of at least \$750</li> <li>• Projects approved in 2023 and forward must receive a donation of at least \$2,000.</li> </ul>
18e	Servicing of homebuyers' loans originated by Sponsor at no cost	<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>
19	AHP Verification of Project Loan Information Form <b>(for projects approved in 2023 and forward)</b>	<p>If the project was approved in 2023 and forward, complete the AHP Verification of Project Loan Information form, available at <a href="http://www.fhlbcin.com">www.fhlbcin.com</a>. Loan rates and fees are subject to limitations per FHLB's Disbursement Feasibility Guidelines for Projects Approved in 2023, also available on FHLB's website. Projects approved in 2022 and prior should mark "N/A" for this item.</p> <p>The purpose of the form is to disclose all construction and/or bridge loans made to the project, regardless of any points earned in the AHP scoring system for Member providing such loans.</p> <ul style="list-style-type: none"> <li>• For projects that <b>received points</b> for Member provision of a construction or bridge loan, complete the form AND refer to the documentation requirements in 18b and 18c.</li> </ul>



		<ul style="list-style-type: none"><li>For projects that <b>did not receive points</b> for Member provision of a construction or bridge loan, additional documentation is not required but may be requested at FHLB’s discretion.</li></ul> <p>If the AHP Ownership Development Budget shows construction and/or bridge loan interest and/or fees, including prorated loan costs (points and fees) for any applicable loans, submit the AHP Loan Information Verification form (only required for projects approved in 2023 and forward). If the loan(s) are project level and used on multiple units in the project, the form is only required to be completed and submitted once unless any amounts reflected on a previous form have increased.</p>
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# AHP Ownership Disbursement Request - PDF version

Housing & Community Investment

## AHP Ownership Disbursement Request Effective January 1, 2025



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

Refer to AHP Ownership Disbursement Manual for acceptable forms of required documentation. Habitat for Humanity affiliates that will not be providing their own mortgage products to the homebuyers and instead utilizing a third-party lender should also use this AHP Ownership Disbursement Manual and Request Form.

Has the closing occurred within 12 months of submission to FHLB? Yes ☐ No ☐  
If "Yes," enter closing date:  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 <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 FHLB Income and Affordability Workbook: General Information page AND Income Calculation page		<input type="checkbox"/>	
4. Homebuyer 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 stated on the intake form or loan application c. Third-party verification for all income sources for all household members		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
5. Evidence dated from the application year showing the household meets the commitments made in the approved AHP application, 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"/>
6. Evidence of completion (Certificate of Occupancy et al.)		<input type="checkbox"/>	
7. Type of work completed for this home: New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition only <input type="checkbox"/>			
8. Evidence the household attended homeownership counseling.		<input type="checkbox"/>	<input type="checkbox"/>



Required Documents:	Already on file	Enclosed	N/A
9. Verification the services committed in the approved AHP application were completed, if applicable: a. Donation of goods/professional services b. Fee waiver from the local government c. Energy-efficient new construction d. Creation of climate-resilient housing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. Evidence the following Sponsor commitments were met as indicated in the approved AHP application, if applicable: a. Completed and executed AHP Sponsor Commitment Verification Form b. Sponsor cash contribution	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
11. Did the project involve construction or rehabilitation activities? Yes <input type="checkbox"/> No <input type="checkbox"/> a. If "Yes," submit the AHP Ownership Final Development Budget executed by the Sponsor detailing all the costs (including developer fee) and permanent funding sources for the unit and their amounts. b. If "No," submit a current appraisal or Property Value Assessment to document the value of the property acquired by the homebuyer.	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	    
12. Fully executed construction contract with all executed change orders IF an outside contractor completed the construction/rehabilitation on the unit.		<input type="checkbox"/>	<input type="checkbox"/>
13. Property acquisition information: a. Verification of property acquisition cost paid by the Sponsor/owner b. Verification that the property was donated to the Sponsor/owner c. Verification that the acquisition price paid by the Sponsor/owner is at least 50% below market value d. Appraisal or Property Value Assessment to document the value of the property acquired by the Sponsor/owner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14. FFIEC printout detailing the location and demographic information for the AHP-assisted unit.		<input type="checkbox"/>	
15. Executed Notes and Mortgages (Deeds of Trust) for all loans made to the homebuyer, even if forgivable.		<input type="checkbox"/>	





Required Documents:	Already on file	Enclosed	N/A
16. Evidence of ALL outside funding sources shown in the approved AHP application, permanent funding sources listed on the AHP Ownership Development Budget (submitted for item #11a above) is provided, including copies of all executed grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Deed showing the property is in the name of the homebuyer and that the FHLB retention language is inserted, attached, or in a separate restrictive covenant.		<input type="checkbox"/>	
18. Evidence the project meets the following Member commitments as indicated in the approved AHP application, if applicable: a. Permanent loan b. Bridge or construction loan c. Below-market rate on the permanent, construction, or bridge loan d. Cash contribution e. Servicing of homebuyers' loans originated by Sponsor at no cost	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
19. Completed Verification of Project Loan Information Form. (for projects approved in 2023 and forward)	<input type="checkbox"/>	<input type="checkbox"/>	<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 Ownership Disbursement Manual. The Sponsor further certifies they have taken the steps necessary to determine that the information provided is true and accurate, they are not requesting reimbursement for costs that FHLB deems ineligible, and they understand that the FHLB of Cincinnati has a duty to invoke sanctions pursuant to the Federal Housing Finance Agency's Affordable Housing Program regulation in the event of non-compliance with the terms of the approved AHP application and any subsequent modifications as approved by the FHLB of Cincinnati. Any changes to the project that may affect scoring criteria or feasibility must be reported to and approved by the FHLB.

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

**SPONSOR CONTACT:**

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

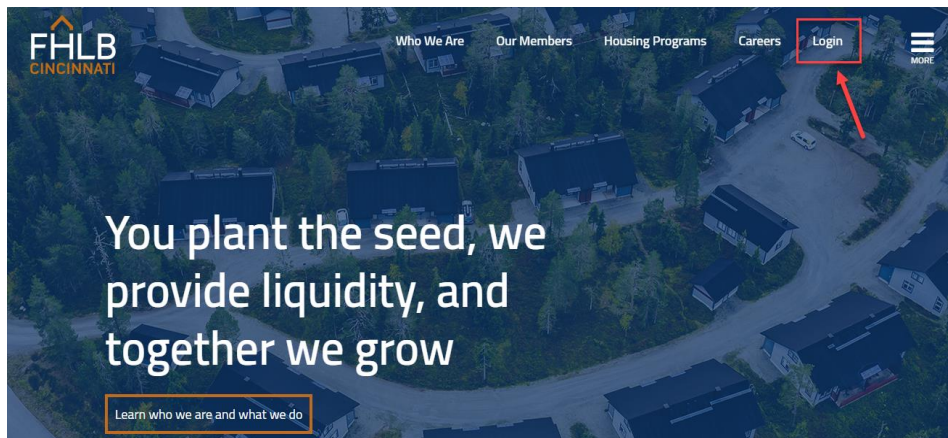


# Instructions for the Member's Submission of the Pre-Approval and Disbursement Requests to FHLB

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).



Sign In

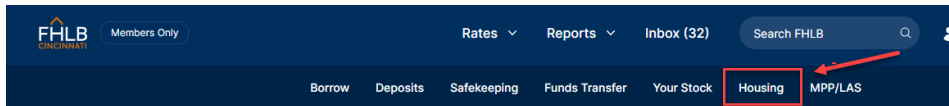
Username

Password

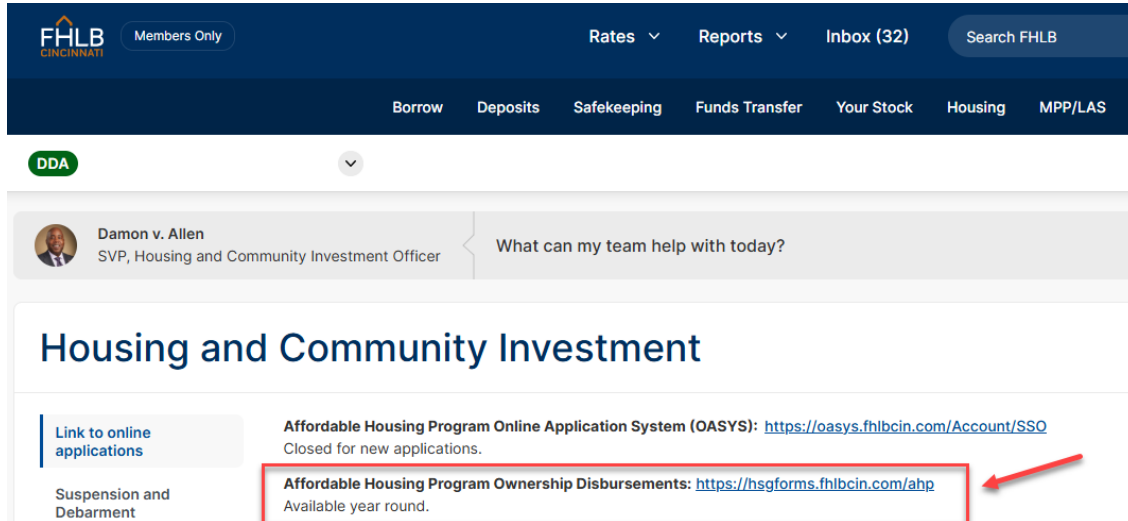
Sign In

[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 Ownership Disbursements' 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.



## 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 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.

**FHLB CINCINNATI**  
HOUSING PROGRAM FORMS

MEMBERS ONLY   CHANGE INSTITUTION   HOUSING LINKS ▾

**Affordable Housing Program**  
Disbursement Request

[Main Menu](#)

**Member Information**

Member: [REDACTED]  
User: [REDACTED]

**Form Information**

☐ Habitat   ☐ Owner-Occupied Rehab   ☐ Ownership

[REDACTED] ▾

**Applicant Information**

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

Please select the applicant who has been pre-approved:  
[REDACTED] ▾

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: [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 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.



7. 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)

8. 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)

9. 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

10. 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

11. The Sponsor completed AHP Disbursement Request Form with the supporting documentation must be uploaded as one attachment, preferably a PDF or TIF. Click on Select Files, find the attachment on your computer, and double click the file. Then click on the Submit button.

**Upload Documentation**

• Attach the Sponsor completed AHP Disbursement Request form with all supporting documentation.

Please Note: ~~How-to~~

\* File will need to be re-selected if there are errors on the page.  
\* Allowable file extensions: .pdf, .doc, .docx, .tif  
\* Max file size: 20 MB  
\* All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as &, \$, #, @, or !  
\* Max number of files allowed: 1

Select files...

Submit

12. 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:

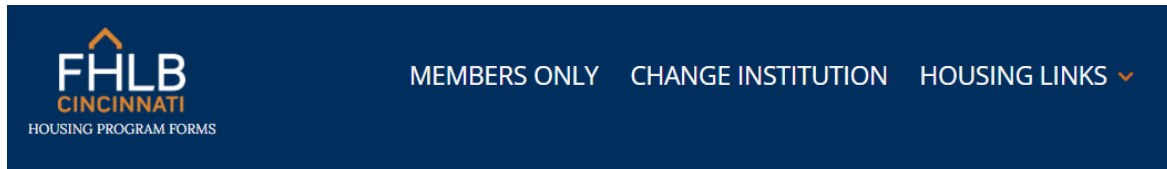
☐ Single-family ☐ Two-family (Duplex) ☐ Three-family (Triplex) ☐ Four-family (QuadPlex)

The Unit Size field is required.



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

13. 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.

14. 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
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### Disbursement Requests

Applicant	Submission Date	User	Status
Doe, John	1/3/2025 2:17:15 PM	[REDACTED]	Submitted



15. 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.



2025 Affordable Housing Program

November 22, 2025

**AHP Disbursement Request**

**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



16. 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. Is the HUD-1 Settlement Statement or Closing Disclosure still required?**

- A. No. FHLB no longer requires the HUD-1 Settlement Statement or Closing Disclosure to be provided. Therefore, the requirement to have AHP be shown as a funding source on the HUD-1 Settlement Statement or Closing Disclosure has been eliminated. There is now a place to enter the homeowner's closing costs on the AHP Ownership Disbursement Request Form and AHP Ownership Development Budget.

**Q. Why does the FHLB require documentation before releasing funds?**

- A. FHLB cannot disburse AHP funds until it can 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, it reduces the potential for recapture of funds. Documentation is necessary to ensure compliance with the federal regulations that govern the Affordable Housing Program.

**Q. Is it possible to obtain funds prior to completion of the project?**

- A. FHLB does not currently allow draws of AHP funds prior to completion of units for projects involving the construction, rehabilitation, acquisition of homes by or for homeowner households. 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. Does the FHLB have a standard retention document?**

- A. Yes. The retention language is available on our website under Housing Programs / Affordable Housing Program/AHP Disbursement Documents and Forms. The retention language is different for rental projects, so be sure to pull the correct language from the website.

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

- A. A Confirmation of AHP Funds Disbursement will be e-mailed to the Member and Sponsor to confirm deposit of the AHP funds into the Member's Demand Deposit Account here at 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 Ownership 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 Ownership 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. Does the retention document have to be recorded prior to receiving a disbursement of AHP funds?**
- A. No. FHLB will require a signed document to be submitted prior to disbursement of funds to the Member but will only require a legally recorded copy of the document if the required references to the retention language in the body of the document are missing or other issues with the document arise.
- Q. Will HOME or other retention documents be accepted as evidence of long-term FHLB retention?**
- A. No. The most current version of our retention language must be included in the project's warranty Deed or recorded in a restrictive covenant that references the Deed. See the AHP Implementation Plan for further instructions on how to properly convey this restriction.
- 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. We must 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. Can a homebuyer receive cash back 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. All Sponsors who are using AHP funds to assist in the acquisition, creation, or rehabilitation of housing owned or to be owned by AHP-eligible households have the option to submit a pre-approval request at the time of your disbursement request or prior to the completion of the work on the home or the closing of the loan for each household. Please refer to the AHP Pre-Approval Manual and the AHP Pre-Approval Request Form available at [www.fhlbcin.com](http://www.fhlbcin.com) for more information on the pre-approval process.



## 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 Ownership Disbursement Requests.

- The AHP Ownership 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 Ownership Projects webinar to familiarize yourself with our requirements. Contact us 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 the signed AHP Ownership Development Budget do not match (see item #11a above for additional information).
- Required documentation does not contain the required signatures.
- All of the funding sources listed in the approved AHP application or used for the homebuyer were not documented with executed grant agreements or Notes/Mortgages (Deeds of Trust), or the AHP Ownership Development Budget provided did not indicate use of these sources.
- Verification of land/acquisition cost and/or market value was not submitted and/or does not tie to the amount on the AHP Ownership Development Budget or the property referenced in the borrower's Deed.
- The Sponsor or Member is delinquent with regard to additional information submission or reporting or compliance requirements for the project being submitted or others.
- The homebuyer's Deed or restrictive covenant does not contain the FHLB's retention language, contains old language, or does not reference attached language.
- 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.
- The developer fee on the AHP Ownership Development Budget exceeds the FHLB's limit as defined above, or funding sources for the home exceed the costs to develop the home for the homebuyer.
- Documentation that was submitted with the approved AHP application was submitted again to verify that the project has met its scoring criteria. FHLB accepts documentation that was submitted with the AHP application for some items; see the "Already on file" column of the Request Form for examples of these items in conjunction with the descriptions of the Required Documents for these items above. For all other items, provide updated documentation.
- The household's mortgage payments do not meet the FHLB's affordability requirements.
- The amount of AHP requested as shown on the AHP Ownership Development Budget differs from the amount requested on the Request Form and so requires further clarification.