

2026 AHP Scoring and Required Documents



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Agenda

- Affordable Housing Program (AHP) overview
- Scoring criteria
- AHP scoring review
- Required documents submission
- AHP resources and contact information



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Overview

Affordable Housing Program



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AHP Overview

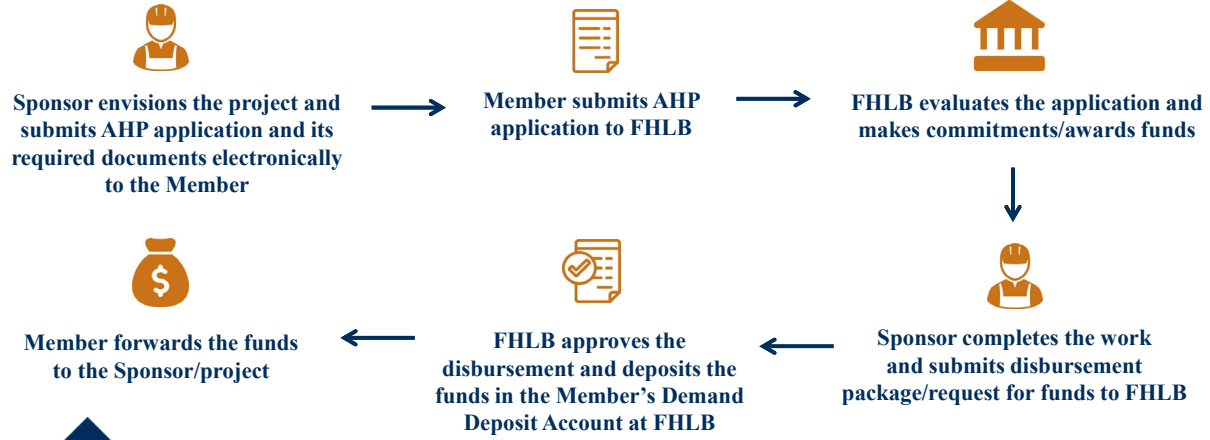
- Provides direct grants or discounted Advances to support the development of ownership and rental housing for very low- to moderate-income households ($\leq 80\%$ AMI)
 - Federally-regulated by FHFA
 - Guided by the AHP Implementation Plan
- Competitive application process; projects are evaluated based on:
 - Eligibility and threshold requirements
 - Financial feasibility
 - Scoring criteria

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AHP Participants



Scoring Criteria



AHP Scoring Criteria

AHP projects that are determined to be feasible and meet eligibility criteria will be scored and ranked according to the scoring system defined in the Scoring Criteria section of the AHP Implementation Plan.

- Some scoring categories offer a variable number of points based on the degree to which a criterion is satisfied; some offer a fixed amount of points.
- Projects will receive a self-score after application questions are complete. FHLB may change the self-score based on the supporting documentation submitted.

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Locating Self-Scores

The screenshot displays the AHP Application portal interface. On the left, there is a form titled 'Certifications | Other' with a question: 'Are there any other explanations or documents you feel FHLB should be aware of while reviewing this application?'. Below the question is a dropdown menu set to 'Yes', a 'Requires Document N' field, and an 'UPLOAD DOCUMENT' button. At the bottom of the form are buttons for 'BACK', 'RETURN TO SPONSOR', 'SUBMIT TO FHLB', and 'SAVE AND EXIT'. On the right, the 'Application Guidance' section includes links for 'Contact FHLB Cincinnati', 'Full List of Required Documents', 'AHP Implementation Plan', and 'Navigation Instructions'. The 'Navigation Instructions' section contains a vertical list of links: 'AHP COMPLETED APPLICATION', 'AHP DEVELOPMENT BUDGET', 'AHP CHECKING BUDGET', 'AHP IMPLEMENTATION PLAN', and 'SCORE SHEETS'. The 'SCORE SHEETS' link is circled in orange. At the bottom of the page, there is a 'Need help?' section with contact information for Housing and Community Investment, OASYS Registration Questions, and AHP Application Questions, along with the FHLB Cincinnati address and phone number.


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Score Sheets Report

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 Affordable Housing Program Application Scoring Summary			
Project Number	260022		
Application ID	NEW TEST HOMES 2026		
Project Name	KY - Boone County		
Project Location	AHP Nonprofit Test		
Sponsor	The Huntington National Bank - Columbus, OH		
Member	4/23/2026 3:31:06 PM		
Date/Time			
Scoring Criterion	Maximum Score	Self Score	Sub Totals
AHP Subsidy Per Unit			
AHP Subsidy per Unit	10.00	6.21	6.21
Community Stability			
Climate-Resilient Housing Certified (22 of 22 units)	3.00	3.00	
Energy Efficient (new construction only) (22 of 22 units)	5.00	3.00	
Preservation of Owner-occupied Housing	7.00	0.00	
Substantial Rehab of Units	5.00	0.00	
<i>Subtotal Community Stability</i>	8.00		6.00
Donated or Conveyed Property (0 of 22 units)			
Below Market Properties (unrelated party within 5 years)	3.00	0.00	
Donated Properties (unrelated party within 5 years)	5.00	0.00	
Federal Government Properties	5.00	0.00	
<i>Subtotal Donated or Conveyed Property</i>	5.00		0.00
Empowerment			
Credit Counseling/Budgeting/Financial Literacy	2.00	0.00	
Mandatory Homeownership Counseling (Ownership only)	5.00	5.00	
<i>Subtotal Empowerment</i>	5.00		5.00
Tenant Payment Reporting to Credit Bureaus	3.00	0.00	
First-Time Homebuyer (22 of 22 units)			
<i>First-Time Homebuyer (Ownership only)</i>	6.00		6.00
High Volume Projects			
High Volume Projects	4.00	4.00	4.00

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AHP Scoring (100-point System)

FHLB Cincinnati Priorities

- Member Participation (8)
- First-time Homebuyers (6)
- Projects in OH, KY & TN (5)
- Opportunity for Disadvantaged Areas (3)
- High Volume Projects (4)
- AHP Subsidy per Unit (10)

All FHLBs

- Donated Property (5)
- Project Sponsorship (8)
- Empowerment (5)
- Underserved Communities and Populations (18)
- Income Targeting (20)
- Community Stability (8)

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AHP Scoring Review



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Member Participation (max 8 points)

- 3 points - Provision of permanent loan(s) with term(s) of at least 15 years (1.5 points for financial consortiums)
- 1 point - Provision of a construction or bridge loan (0.5 points for financial consortiums)
- 1 point - Cash contribution of \geq \$2,000
- 2 points - Servicing of Sponsor-made loans for ownership projects

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Member Participation (cont.)

Lender's concessions:

- Provision of a rate of at least 1.0% below market on a loan:
 - 2 points for discounted construction or bridge loan
 - 3 points for discount on the permanent loan
- Provision of a rate of at least 0.50% below market on a loan:
 - 1 point for discounted construction or bridge loan
 - 2 points for discount on the permanent loan

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First-time Homebuyers (max 6 points)

- Points are based on the proportion of units meeting the FHLB's definition.
- "First-time homebuyer" means an individual or household who has not owned a home during the three-years period prior to the purchase of a home with exceptions for:
 - Displaced homemakers or single parents who owned a home with a spouse or lived in a home solely owned by a spouse, or
 - Individuals or households who own homes that are not intended as dwellings, are "mobile homes," or are not in compliance with building codes and cannot be brought into compliance for less than new construction.

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Projects In-district (max 5 points)

- Projects with units located exclusively in FHLB's Fifth District (consisting of Ohio, Kentucky and Tennessee) will receive five points in this scoring category.
- Projects with **any** units outside of Ohio, Kentucky and Tennessee will not receive **any** points in this scoring category.



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Special Needs Housing (max 10 points)

- Rental and owner-occupied rehab scale:

<u>% of Units Reserved</u>	<u>Points</u>
> 85% of units	10 pts.
> 70% - ≤ 85% of units	8 pts.
> 50% - ≤ 70% of units	6 pts.
> 35% - ≤ 50% of units	3 pts.
> 20% - ≤ 35% of units	2 pts.
= 20% of units	1 pt.

- Ownership projects reserving at least 20% of the units for households with special needs (5 points).

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Special Needs Definition

- Points are based on the proportion of units meeting the FHLB’s definition.
- “First-time homebuyer” means an individual or household who has not owned a home during the three-year period prior to the purchase of a home with exceptions for:
 - Displaced homemakers or single parents who owned a home with a spouse or lived in a home solely owned by a spouse, or
 - Individuals or households who own homes that are not intended as dwellings, are “mobile homes,” or are not in compliance with building codes and cannot be brought into compliance for less than new construction.

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Homeless Housing (max 5 points)

- Projects creating housing reserved for “homeless households” will receive points based on the percent of targeted units:

<u>Percent of Units Reserved</u>	<u>Points</u>
>85%	5 pts.
>50% and ≤85%	2 pts.
≥20% and ≤50%	1pt.

- Units occupied at application and shelters beds are not eligible for these points.

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“Homeless Household” Definition

“Homeless household” means a household made up of one or more individuals who:

- Reside in overcrowded housing,
- Face loss of their home due to condemnation /eviction,
- Were displaced by natural disaster or eminent domain,
- Lack a fixed, regular and adequate nighttime residence,
- Aged out of foster care,
- Are fleeing or attempting to flee domestic violence or other dangerous/life threatening situation, or
- Live in a shelter, institution, pre-1976 mobile home, or a place not designed for human habitation.

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Housing in Appalachia (max 3 points)

- Projects with all units in counties that the Appalachian Regional Commission defines as “Appalachian” will receive the maximum number of points in this category.
- Rental projects with some units in Appalachian counties will receive a prorated portion of the total points available.
- Ownership projects that intend to include units in some counties outside of Appalachia will receive no portion of these points.

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Creation of Opportunity for Disadvantaged Areas (max 3 points)

- Projects that are committed to reserving at least half of their units for households living in one or both of the following disadvantaged areas at the time they apply will receive the maximum points:
 - Census tracts identified by the FFIEC as containing a tract minority percentage greater than 50%
 - Addresses defined as rural by the USDA that have census tract identified by FFIEC as having a tract median family income percentage less than 51%
- Points are only available to ownership projects

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High Volume Projects (max 4 points)

- Ownership projects receive the following number of points based on project activity if they reach the minimum number of units:
 - 4 points for at least 20 newly constructed units
 - 1 point for at least 75 rehabbed or conveyed units
- Rental projects receive the following number of points based on project activity if they will contain at least 75 units or beds:
 - 4 points for newly constructed units or beds
 - 1 point for rehabbed units or beds

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Donated or Conveyed Property (max 5 points)

- FHLB awards points if at least 20% of the units meeting the following criteria will be transferred to the Sponsor, developer or homebuyer **within five years** of the application deadline
 - 5 points - Property donated by the federal government or a party unrelated to the Sponsor, developer or homebuyer
 - 3 points - Property conveyed for an amount significantly below market value, meaning for 50% or less of its fair market value, by an unrelated party
- Property is considered “donated” when it is given to a project for free or for \$10 or less

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Project Sponsorship (max 8 points)

Points are awarded to Sponsors meeting FHLB’s definition of “Eligible Sponsor” that are the sole provider of any of the following activities that apply to the project:

- 2 points - Primary Sponsor that is a 501(c)3 or 501(c)4 organization
- 2 points - Financial Contribution of at least \$2,000
- 3 points - First mortgage permanent loans (ownership)
- 1 point for each of:
 - Pre-development activities (if Sponsor is the sole developer)
 - Construction/rehab by Sponsor (if Sponsor is general contractor)
 - Property management (rental)

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Empowerment (max 5 points)

- Sponsors, or a community organization, providing the following opportunities to all tenants or homeowners in a project will earn the following points:
 - 2 points – Credit counseling/budgeting or financial literacy (*rental or ownership projects*)
 - 5 points – Mandatory homebuyer/homeowner counseling (*ownership projects only*)
 - 3 points – Tenant payment reporting to credit bureaus without cost to tenants (*rental projects only*)
- Services must be provided by an experienced provider in a location convenient to the households in the project

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AHP Subsidy per Unit (max 10 points)

- The highest number of points are awarded for projects using the least amount of AHP subsidy per unit.
- Only units serving households at or below 80% of AMI are included in the denominator of the calculation.
- Points are awarded on a sliding scale relative to the maximum number of points available and the maximum subsidy per unit that receives points, which is \$30,000 for 2026.
- The AHP Subsidy per Unit calculator can be used to determine a project's potential score in this category.

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AHP Subsidy per Unit Calculator

SPONSOR PROFILE CONTACT APPLICATION TOOLS HOUSING

3 Threshold 4 Feasibility

AHP Application Required Documents List
 AHP Financial Templates in Excel
AHP Subsidy per Unit Calculator
 Donated Property Scoring Calculator
 Hard Costs Index
 Income Targeting Calculator
 Members Terms and Conditions Form
 MOU Form

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Income Targeting (max 20 points)

- Points are based on the weighted average income of households to be served according to the scale below:

	<u>Rental</u>	<u>Owner</u>
> 65% and ≤ 80%	15 pts.	16 pts.
> 60% and ≤ 65%	16 pts.	17 pts.
> 55% and ≤ 60%	17 pts.	18 pts.
≤ 55%	18 pts.	19 pts.
60% of units ≤ 50% AMI	20 pts.	
100% of units ≤ 50% AMI		20 pts.

- Rental projects **must** fill at least 20% of units with households with incomes at or below 50% of median.
- Income averaging does not apply.

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Community Stability (max 8 points)

- Energy Efficiency – Up to 5 points awarded for the creation of energy-efficient units using new construction as verified at the time of disbursement; points are awarded based on which of the following certificates the project commits to at time of application and the number of units being committed, both of which are verified at time of disbursement

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Community Stability (cont.)

5 points	3 points	1 point
LEED Platinum or Gold	LEED Silver	LEED Certified (not Platinum, Gold, or Silver)
Passive House	EarthCraft	WaterSense Homes
HERS rating below 55	HERS rating between 55 and 62, inclusive	HERS rating between 62 and 70, excluding 62
Evergreen Sustainable Development	Enterprise Green Communities Plus	REScheck certification (design exceeds 2021 International Energy Conservation Code by 15 percent or better)
National Green Building Standard's Emerald	National Green Building Standard's Gold	National Green Building Standard's Silver or Bronze
DOE's Zero Percent Energy-Ready Home (ZERH)	DOE's Home Energy Score (7 or above)	
	Energy Star/Energy Star Multifamily New Construction	

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Community Stability (cont.)

- 5 points – Substantial rehabilitation of at least \$19,948 per unit in construction hard costs for all projects not involving owner-occupied rehab projects
- 7 points – Rehabilitation of owner-occupied units with hard cost of \$5,500 or more per unit
- Climate Resiliency – up to 3 points awarded for the creation of climate-resilient housing (rehab or new construction); points are awarded based on which of the following certificates the project commits to at time of application and the number of units being committed, both of which are verified at time of disbursement:

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Community Stability (cont.)

3 points	1 point
National Green Building Standard's Emerald	National Green Building Standard's Green + Resilience
U.S. Resiliency Council	Evergreen Sustainable Development
SITES	Enterprise Green Communities Plus
FORTIFIED Gold	FORTIFIED Roof
REDi Gold or Platinum	REDi Silver
Passive House	FEMA Flood (only for housing at risk of flooding)
LEED Platinum	

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2026 Scoring Changes



- **Member Financial Participation:** reduced overall points allocated to the category, particularly for projects using permanent loans, and specified that projects whose Members provide discounts on loans can get points for discounts on both permanent *and* construction loans
- **High Volume Projects:** increased category by three points and bifurcated point allocations between new construction and rehabilitation/acquisition-only projects
- **Project Sponsorship:** removed the Marketing/Outreach Activities subcategory

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Caution: “Just Trying to Score High”

- Do not commit to scoring criteria that you think your project can achieve—only commit to what you **know** the project can do and **can document!**
- **As a last resort**, FHLB can modify a project to remove commitments once an AHP award is made if the change is warranted, according to the AHP IP and regulation.
- If the project cannot be modified and remain in the funded range, **all AHP subsidy may be withdrawn or recaptured.**

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Required Documents Submission



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Required Documents

The screenshot displays the 'Required Documents Review' page in the FHLB Cincinnati Online Application System. The navigation bar includes 'MEMBERS ONLY', 'HOME', 'CONTACT', 'APPLICATION TOOLS' (circled in orange), and 'HOUSING LINKS'. A progress bar at the top indicates the application stages: 1. Sponsor Capacity, 2. General Information, 3. Threshold, 4. Feasibility, 5. Scoring, and 6. Certifications. The main content area is titled 'Scoring | Required Documents Review' and contains instructions for uploading documents. A table lists uploaded documents:

File Name	Document	Date Uploaded
A1 2020 Member Terms Conditions - Willmet signed.pdf	A1	7/21/2020

The 'Application Guidance' sidebar on the right lists various documents to be submitted, including 'Sample Certificate of Consistency with a Consolidated Plan', 'Memorandum of Understanding', 'Second Sponsor Information Form', 'Terms and Conditions for Sponsor', 'Terms and Conditions for Member', 'FFIEC Website', 'Occupancy Report', 'Contact FHLB Cincinnati', 'Full List of Required Documents', 'AHP Implementation Plan', and 'Navigation Instructions'. The 'APPLICATION TOOLS' menu and the 'Application Guidance' sidebar are both circled in orange.

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Required Documents at ? Level

Required documents are requested based on how questions are answered in the online application and can be uploaded at the question level

What is the total residential square footage for the project (not including Non-residential or Commercial space)? Upload Exhibit L4 in conjunction with this question.

8680

Requires Document L4

Uploaded Documents:

File Name	Document	Date Uploaded
201601-0045 All purpose.docx	L4	1/24/2018

VIEW

OR

Uploaded at the end of the Scoring section of the application.

Certifications | Required Documents Overview

All Required Documents must be uploaded before submitting the application. If you do not enter a specific Required Document option to this project, upload an explanation of why the document does not apply. The following is a list of documents required for this application. **upload any missing required documents** outlined in red text boxes below. Also be sure to check the bottom of this list for any **Required Alerts** the application has generated and upload any necessary documentation for them as well.

Upload Document A1: Exhibit A1 - Executed "Terms and Conditions for Member" document for the Primary Member in the project (this document is posted under Application Guidance). The document must be: A. Signed by a representative of the Member authorized to draw funds from the FHLB; and, B. Dated in the current year.

EXHIBIT A1 DOCUMENT

Education - Primary Member Name

*This question is missing required documents.



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Required Document Listing

Full list available under "Application Tools" in OASYS.

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2026 Affordable Housing Program
Required Documents

NOTE: This is an all-inclusive list of each required document that may be requested as a result of answers entered into the Federal Home Loan Bank of Cincinnati (FHLB) Affordable Housing Program (AHP) online application. The amount of documents required for each individual application will be substantially less than what appear in this all-inclusive list. All required documents must be uploaded in OASYS before the application can be submitted to the FHLB.

Exhibit	Description	Type of project(s) for which exhibit applies (Rental, Ownership, both)
A1	Executed "Terms and Conditions for Member" document for the Primary Member in the project (this document is posted under Application Guidance). The document must be: A. Signed by a representative of the Member authorized to draw funds from the FHLB; and, B. Dated in the current year.	Both
A2	Executed "Terms and Conditions for Member" document for each other Member participating in the project as identified in the AHP application (this document is posted under Application Guidance). The document must be: A. Signed by a representative of the Member authorized to draw funds from the FHLB; and, B. Dated in the current year.	Both
A5	Executed "Terms and Conditions for Sponsor" document for the project's Primary Sponsor (this document is posted under Application Guidance). The document must be: A. Signed by the Sponsor's Chief Executive Officer/President/Executive Director or the Sponsor's representative to Board/Chairman.	Both

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Required Document Formatting

- Documents must generally show all of the following:
 - Source of the information (appraiser, web address, etc.), often including the signature from the source, if applicable
 - Name of the project/AHP Application ID#
 - Current year's date (some exceptions apply)
 - Content as specified for exhibit

Exhibits A1 / A2 Member's Terms and Conditions

- Contains acknowledgments, representations and warranties as part of the contract between the Member and FHLB
- Found under “Application Guidance” or “Application Tools” in OASYS
- Submitted by each Member drawing AHP funds
- Document must be:
 - Signed by an individual at the Member institution authorized to draw funds from FHLB
 - Dated in the current year

Exhibits A5/A6

Sponsor's Terms and Conditions

- Contains representations and warranties as part of the contract between the Sponsor and FHLB
- Submitted by each Sponsor identified in the application
- Document must be:
 - Signed by the executive officer, president, executive director, board chair or another Sponsor officer
 - Dated in the current year
- Found under “Application Guidance” and “Application tools” in OASYS

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Exhibits A7/A10

Previous AHP Award Documentation

This is required if the project received AHP funds from FHLB Cincinnati or another Federal Home Loan Bank. Provide:

- The original AHP application
- All budgets submitted with the original application
- Evidence of the amount of AHP awarded, if applicable
- Information on changes or modifications to the project since the previous application was submitted.

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Exhibit A8

Second Sponsor Information Form

This is only required if more than one Sponsor is identified in the AHP application.

- The form is located in OASYS under “Application Guidance” or “Application Tools.”
- Complete and submit all tabs in the Excel workbook.
- This provides information on the second Sponsor’s experience in developing housing.
- The Sponsor should input information on all previous projects whether AHP funded or not.

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Exhibit A9

Sponsor Organization Name

- This is only required if the Sponsor is doing business as a different name than its legal name.
- Submit evidence from the Secretary of State verifying that the organization is doing business as (dba) a separate organizational name.

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Exhibits B11/B12

Financial Consortium Commitments

- These are only required if a financial consortium has committed to provide a permanent loan or interim financing to the project.
- Submit a letter from the consortium containing the following information:
 - The project name and/or project number
 - A current date
 - The signature of a representative of the consortium
 - A list of all members of the consortium, highlighting which are Members of FHLB Cincinnati
 - A commitment to provide the relevant loan to the project
 - The letter must appear on consortium letterhead

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Exhibits E1/E1a/E2/E2a

Empowerment

- This is required to document counseling points.
- Provide a brochure or other published material demonstrating the Sponsor's provision of the relevant service or activity, **or**
- Provide an MOU between the Sponsor and a third party identifying the service or activity that will be provided and a brochure or other published material from the service provider.
- The MOU submitted must:
 - Be signed by both the Sponsor and the third party, and
 - Contain all the information requested on FHLB's MOU template.

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MOU - Template

Must be signed
by Sponsor and
service provider

Affordable Housing Program
MEMORANDUM OF UNDERSTANDING

BETWEEN

(Third-party Service Provider - Please type or print organization's name)
AND

(Sponsor/Owner - Please type or print organization's name) THAT IS THE
SPONSOR/OWNER ENTITY FOR _____
(Project Name - Please type or print name)

The Sponsor/Owner identified above has registered for the Affordable Housing Program (AHP) which is from the Federal Home Loan Bank of Cincinnati (FHLB) and has made certain representations to the FHLB regarding the provision of affordable housing to very low, low, and moderate-income households; and the provision of services to those households. In furthering the beneficiaries of this program, the Third-party Service Provider identified above desires to make available the following program and/or services to eligible residents of the AHP project named above:

Empowerment Services or Activities	Mandatory Homeowner/ Homeowner Counseling for all project households (Ownership projects only)	Credit Counseling/Budgeting or Financial Literacy (Rental or Ownership projects)
What is the name of the services or program?		
Will the services or program be available to all residents being served by the project?		
Where will the services or program be provided?		
How much will be charged (or on what basis will a charge be imposed) for the services or program?		

The intent to provide the above outlined programs and/or services is hereby affirmed and agreed to by the Project Sponsor/Managing Partner or Owner and the Third-party Service Provider. Together, we agree that the programs and/or services will be provided for the benefit of the qualified household members who will reside in the AHP-associated units, subject to determination of eligibility and desire of the household to receive the service and incur the related cost, if any.

AGREED TO AND SIGNED this _____ day of _____, 2023.

Sponsor/Owner Name (Typed) _____ Third-party Service Provider Name (Typed) _____

Sponsor/Owner Signature _____ Third-party Service Provider Signature _____

Attach brochure or other published material that specifically demonstrates that the Third-party Service Provider offers such programs or services as described above. This MOU must be filed within the current calendar year (2023) and have a brochure or other published material attached in order to be considered for points.

MEMORANDUM OF UNDERSTANDING
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Program stated here
must coincide
with
brochure /
other
published
material.

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Exhibits E1/E1a/E2/E2a Empowerment

Common errors resulting in point loss:

- The MOU is not filled out completely or is inaccurate
- MOU is not signed by all parties
- A brochure is not provided for the empowerment service, or the brochure does not adequately address the service to be provided, particularly mandatory counseling
- Cost is not stated, or the cost exceeds \$25
- Services will not be provided in proximity to the project's location, or the service location is not clearly stated

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Exhibit E8

Tenant Payment Reporting to Bureaus

- This is required to document Empowerment points.
- Provide a signed letter from the future property manager that is dated in 2026, on company letterhead, and specifies the mechanism to be used to report tenant rents paid to the project to the credit bureaus at no cost to tenants. For example:
 - Screenshot of subscription with third party rent reporter (minimum of one year)
 - Credentials for reporting to the credit bureaus
 - Verification of rent software that directly reports to credit bureaus.

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Exhibit F9

Relocation Plan

- This is required for rehab projects (besides owner-occupied rehab) that will displace residents but not have a government funding source.
- The plan must include all the following plus specifications within FHLB's definition of a relocation plan:
 - The costs associated with relocating residents
 - Resident notification of the displacement
 - Plans for where tenants will go
 - Timing expectations

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Exhibit G1

Rental Project Occupancy Report

- FHLB’s template occupancy report must be submitted for all currently occupied rental or ownership cooperative projects. The template can be found in OASYS under “Application Guidance” or “Application Tools.”
- The number of units, special needs targeting, household incomes, unit size and rent should match the information stated in the application, or an explanation must be given.
- Gross income must reflect the households’ **current gross income**. Tenants will need to be recertified prior to AHP application submission.

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Exhibit G1 (cont.)

Rental Project Occupancy Report

Common errors resulting in point loss:

- The report shows fewer units than the project will contain with no explanation.
- The AHP application requests points for housing homeless households, but the report shows all units as occupied.
- The AHP application requests points for serving households with special needs, but the report does not indicate that [enough] households meet this definition.
- Current household incomes exceed the proposed project’s income targeting.

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Exhibit G2

Housing Policy for the Homeless

- This is required for transitional housing projects that commit to house the homeless.
- FHLB must see evidence that the Sponsor’s board of directors has agreed that homeless households may stay in the project for at least six months. Evidence must be:
 - Signed by the board chair or secretary
 - Dated in the current year unless a board resolution was previously approved

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Exhibit G5

Ownership Waitlist

- This is required for ownership projects that already have a pipeline of households whom AHP can potentially serve.
- FHLB requires a list of households that includes the following for each household (see FHLB template in APPLICATION TOOLS):
 - Household income, size, and percentage of AMI
 - First-time homebuyer status, if applicable
 - Special needs and homeless household status, if applicable
- Household information should coincide with proposed commitments in the AHP application.

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Exhibits H1/H3 Donated/Conveyed Property

- This is only required for rental projects pursuing maximum points in the Donated or Conveyed Property category.
- Submit the final, executed copy of the deed, donor letter, settlement statement, closing disclosure, lease, purchase option or purchase contract that identifies:
 - When and from whom the property was donated/conveyed
 - The monetary consideration required to be paid for the property

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Exhibits H1/H3 (cont.) Donated/Conveyed Property

Common errors resulting in point loss:

- Documentation provided shows a significant amount paid for the property or that a portion of the property was paid for by the Sponsor when the property was supposed to be donated
- The AHP Development Budget shows a paid land cost
- The deed provides no statement of financial consideration and so does not verify that the property was donated
- Documentation is not fully executed
- Documentation does not show the seller of the property, or the seller does not qualify for points (i.e. seller is a related party)

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Exhibits H2/H4

Location Verification

- This is required for all applications.
- Provide documents verifying the correct Congressional district and census tract for the project's proposed property.
 - Congressional district verification can come from the house.gov or census.gov website as long as it shows appropriate information to identify the property
 - Census tract verification can take the form of a screenshot from the FFIEC website showing the property address (or potential address for ownership projects)

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Exhibit H5

Site Control for Rental Projects

- Evidence of site control is only required for rental projects.
- Provide one of the following that shows legal description:
 - A copy of the executed deed or long-term lease with a term of at least 20 years
 - An executed purchase contract or donor letter
 - An executed purchase option or long-term lease option
- If something besides a deed is provided for this exhibit, documentation submitted must be effective from the application date through November 30 AND a deed showing the current owner must be submitted.

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Exhibit H5 (cont.)

Site Control for Rental Projects

Common errors:

- The property identified in the exhibit does not match the site identified in the AHP application
- The purchase price shown on the documentation differs from costs shown on the AHP Development Budget
- The purchase option is not valid through November 30 of the current year
- The option or deed is between the AHP Sponsor and a newly formed ownership entity, not the original property owner

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Exhibit H7

Market Value

- This is required for rental and ownership cooperative projects that show acquisition costs on their AHP Development Budgets.
- Submit one of the following dated within six months of acquisition (or within six months of the date the price was agreed upon, if the property has not been acquired):
 - A Property Value Assessment (PVA)
 - An independent appraisal, which is required for transactions involving related parties
- Acquisition costs should not exceed market value.

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Exhibit H8

Member Interest

- This is required if an AHP application's Member had an ownership interest in the project's proposed property prior to conveying the property to the Sponsor, owner, developer or other entity involved in the project.
- Provide a deed or note and mortgage to document the Member's previous interest.
- Note that applications required to provide this exhibit should identify the acquisition as a related-party transaction.

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Exhibit H9

Acquisition Costs

- This is required for rental and ownership cooperative projects that show acquisition costs on their AHP Development Budgets.
- Acquisition costs shown on the budget must be verified by a fully executed copy of one of the following:
 - Settlement statement/closing disclosure
 - Purchase contract
 - Documentation of current outstanding loan balance and note/mortgage if costs represent the pay-off of an existing loan

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Exhibit J3

Tax Credit and/or Bond Commitment

- This is required for projects that have received a commitment of tax credits.
- Provide whichever of the following apply to the project:
 - Approved Parts 1 and 2 for historic tax credits
 - For LIHTC, a fully executed commitment letter or carryover allocation from the tax credit allocating agency
 - A commitment letter for bonds or state credits

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Exhibit J4/ J4b

Tax Credit Pro Forma

- A pro forma is required for projects that have received a commitment of tax credits or anticipate receiving one.
- Submit a copy of the tax credit pro forma that includes:
 - Development sources and uses
 - 15-year operating budget
 - Qualified and eligible basis
 - The amount of the tax credit award
 - Equity calculations
 - Rent and unit schedules

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Exhibit J4a

Explanation of Financial Differences

- This is required for projects that have received a commitment of tax credits.
- Provide an explain of the differences between financials in the AHP application and those submitted in the pro forma submitted to tax credit allocating agency.



Use FHLB’s J4a Template for this exhibit available from “Application Guidance” or “APPLICATION TOOLS.”

- Submit a statement indicating that the tax credit income targeting will be changed within the tax credit application to match the AHP application, if applicable.



J4a - Template

Project Number:	<input type="text"/>			
Project Name:	<input type="text"/>			
	AHP Application	Tax Credit Application	Difference	Explanation for Increase/Decrease
AHP Requested			\$0.00	
LIHTC equity			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Total Sources	\$0.00	\$0.00	\$0.00	
				Explanation for Increase/Decrease
Paid Land Cost	0.00	0.00	\$0.00	
Paid Building Cost	0.00	0.00	\$0.00	



Exhibit J5

Documentation of Existing Debt

- This is required for projects that have existing debt.
- Provide:
 - A signed copy of the note for each source of debt
 - A signed copy of the mortgage or deed of trust for each source of debt
 - Any interest credit contracts, if applicable
- Debt service shown in the exhibit must match amounts shown on the AHP Operating Budget unless an explanation for the discrepancy is submitted with this exhibit.

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Exhibit J6

Income Targeting Commitments

- This is required for projects that will receive tax credits based on a different income targeting than what is included in the AHP application.
- Submit a list of income targeting commitments for all funding sources the project will receive (i.e. HOME, tax credits, etc.) and which is the most restrictive.
- State that the income targets to which the project will be bound for tax credit purposes will be made to be at least as restrictive as AHP income targets if the project receives an award of AHP funds.

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Exhibits J8/J8B

HUD 811/202 Financials

- This is required for projects that plan to receive funds through HUD's 811 or 202 programs.
- Submit a copy of the HUD pro forma that includes:
 - Development sources and uses
 - A list of operating expenses,
 - The amount of HUD funding requested
 - Rent and unit schedules.
- If this exhibit differs from the budgets submitted in the AHP application, explain the differences.

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Exhibits K1 - K7

Rental/operating Subsidy

- This is required for rental projects that plan to receive rent or operating subsidy to supplement tenant rent payments.
- Provide an executed copy of the award notice or current subsidy agreement (i.e. HAP, PRAC contract, McKinney award letter, etc.).
- If subsidy is expected but not yet committed, submit indication of when the commitment is expected.
- If the amount of subsidy on a contract does not match the amount shown on the AHP Operation Budget, provide an explanation for the discrepancy.

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Exhibit K6a

Sponsor-provided Subsidy

- This is required for rental projects that plan to receive rent or operating subsidy from Sponsor fundraising.
- Provide the most recent two years' worth of audited financial statements for the organization that plans to fund the project's operations.
- *Also* provide a resolution from the organization's board of directors committing to the amount of fundraising that will be necessary to sustain the project over its 15-year AHP commitment period.

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Exhibit L3

Rehab Cost Breakdown

- This is required for rental or ownership cooperative projects that entail the rehab of an existing structure.
- Provide a detailed cost breakdown of anticipated rehab costs by cost category from a licensed or certified third-party architect, building inspector or general contractor.
- Costs on this exhibit must match costs shown on the AHP Development Budget.

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Exhibit L3a

Project Reserves

- This is required for rental or ownership cooperative projects that entail the rehab of an existing structure.
- Submit a copy of the bank statement for the reserve account as verification of the amount of existing reserves the project has.
- If the project does not have existing reserves, submit indication of such.
- The amount to reserves must appear as a funding source in the AHP application unless adequate justification for exclusion is provided.

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Exhibit L4

Floor Plan

- This is required for rental and ownership cooperative projects.
- Provide a floor plan that clearly shows each floor of the project, the footprint of each unit or bed in the project, and any non-residential or commercial space.
- Label all spaces, units and beds on the plan.
- Include a graphic scale on the plan.
- If the project includes multiple buildings with similar floor plans, submit a plot plan showing the placement of each building on the property.

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Exhibit L5

Payment for Commercial Space

- This is required for rental projects proposing to contain commercial space.
- Provide documentation from another of the project's funding sources stating their willingness to pay for the development costs associated with the project's commercial space.
- The amount of the funding source from the funder shown in this exhibit must exceed the amount of the cost of the commercial space, or multiple documents must be provided for this exhibit.

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Exhibit N

- Upload any explanations or documents that FHLB should be aware of while reviewing the application.
 - Use this exhibit to explain unusual project features or apparent discrepancies between Required Documents and information entered in the AHP online application.
 - Communicate any information you expected to be able to answer via questions in the application but could not.
- Please do not repeat any documentation/information provided elsewhere in the AHP online application or Required Documents.

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Required Documents Notes to Remember

- FHLB assumes no obligation to reconcile conflicting information, accept incomplete information, or seek additional information or clarification that is not provided at time of AHP application.
- The Sponsor or project owner is ultimately responsible for ensuring that financial information is correct and consistent and that the project's financial structure meets FHLB's guidelines, or that any deviations are adequately explained, justified and documented.

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Required Documents Notes to Remember (cont.)

- If you think an exhibit does not apply to your project, submit an explanation indicating why it does not apply in lieu of submitting the exhibit.
- ALL required documents must be submitted via the AHP online application by the **application deadline, which is 5:00 p.m. ET, July 8, 2026.**
- There are no exceptions to the deadline.

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AHP Resources and Contact Information



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AHP Resources

- Contact FHLB staff if you have specific questions that are not answered in the materials available at www.fhlbcin.com.
- Additional webinars relating to the AHP application process include:
 - AHP for Members,
 - AHP Overview and Threshold Requirements,
 - AHP Financial Feasibility,
 - AHP for Recently Awarded Projects
 - OASYS System Registration and Navigation

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Contact Us!

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TELL YOUR STORY.

WE CAN HELP!

DO YOU WANT TO ANNOUNCE YOUR FHLB CINCINNATI GRANT BUT ARE UNSURE WHERE TO START? EMAIL US AT GAFFINLM@FHLBCIN.COM OR CALL 877-925-3453.






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Thank You!

