

FHLBank San Francisco's member has provided the required information and documentation listed below, and requests that the AHP subsidy amount be transferred into the member's Settlement / Transaction Account (STA).

Project Name	Project Number	AHP Subsidy Amount Requested \$
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To request a disbursement, the member and sponsor must review and complete this form. Once completed, submit this form, along with the applicable documents listed below, via a secure portal workspace, which can be requested using the [Secure Portal Workspace Set-Up Request](#) form. When all disbursement documents have been uploaded to the appropriate folders, notify the Bank at [ahp@fhlbsf.com](mailto:ahp@fhlbsf.com). The Bank will confirm receipt of disbursement requests via email within 2 business days, and typically processes the requests within 45 calendar days. Requests with incomplete documentation and information will not be accepted.

General Owner-Occupied Project Requirements	Completed
<p><b>1. Confirm Mandatory Compliance Training Attendance for Member and Sponsor</b> Member and sponsor must attend Compliance Webinar training within 24 months prior to disbursement request.</p>	<input type="checkbox"/>
<p><b>2. Confirm Scoring Commitments or Submit AHP Award Modification form</b> Projects must continue to meet scoring commitments (e.g., homeless unit reservation, green building certification) made at application or as modified thereafter. For a modification to be approved, the project Sponsor or Owner must have made reasonable efforts to meet the original commitments or must provide a reasonable written justification of why the commitments cannot be met. A modification will only be processed for changes that decrease a project's score or impact eligibility.</p> <p>Have there been any changes in the scoring commitments made at application that have not already been approved by the Bank via a modification?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   If yes, submit an AHP Award Modification form available on the <a href="#">Bank's website</a>.</p>	
<p><b>3. Confirm Start of Construction or Rehabilitation, or if Homebuyer is in Escrow</b> If construction or rehabilitation has not started, the start of construction or rehabilitation must be imminent. If homebuyer(s) not yet in escrow, open of escrow must be imminent.</p>	<input type="checkbox"/>
Date Construction or Rehabilitation Started or is Expected to Start	
Date Escrow Opened or is Expected to Open	
Date Construction or Rehabilitation Completed or is Expected to Complete	
<p><b>4. Prepare Legally Enforceable Retention Agreement or Instrument</b> All AHP-assisted units must be subject to a deed restriction or other legally enforceable retention agreement or instrument containing the requirements of the AHP regulations. <i>Check one:</i></p> <p><input type="checkbox"/> Member will prepare AHP Promissory Note and Deed of Trust using document templates provided by FHLBank San Francisco.</p> <p><input type="checkbox"/> Member will prepare its own documents and will provide a legal opinion letter at initial monitoring indicating that said instruments comply with the Direct Subsidy Agreement Owner-Occupied Project and AHP regulatory requirements for retention documents.</p>	<input type="checkbox"/>
<p><b>5. Submit Evidence of Affirmative Marketing Activities</b></p>	<input type="checkbox"/>

Financial Documentation	Completed
<p><b>6. Complete and Submit AHP Owner-Occupied Financial Workbook</b>            Submission and completion of the workbook is required. All material changes to the financials must be explained. All financial benchmark deviations must be explained, qualitatively and quantitatively, and supported by third-party documentation.</p> <p>If project financials have not changed, provide explanation.</p>	<input type="checkbox"/>
<p><b>7. Submit Documentation for All Committed Sources of Permanent Financing</b>            All permanent financing sources must be committed at time of the disbursement request. Submit documentation for sources of permanent financing that were not submitted with the AHP Application.</p>	<input type="checkbox"/>
<p><b>8. Submit Final Land Cost Validation</b> (if not submitted with the AHP Application)</p>	<input type="checkbox"/>
<p><b>9. Submit Documentation of Construction Management Costs</b>            If project is complete, documentation required for self-help, sweat equity homeownership projects.</p>	<input type="checkbox"/>
<p><b>10. Submit Documentation for 35% of All Other Development Costs</b>            If project is complete, cost validation is required.</p>	<input type="checkbox"/>
Homebuyer Information and Documentation	Completed
<p><b>11. Complete and Submit AHP Household Income Qualification Workbook and Income Documentation</b>            Income verification will be required for at least 10% of all homebuyers in the project.</p>	Random sample to be selected by the Bank
<p><b>12. Submit Estimated HUD-1 Settlement Statement for Homebuyers in Escrow</b>            Documentation is required for all homebuyers for which the sponsor is currently requesting subsidy.</p>	<input type="checkbox"/>
<p><b>13. Submit Documentation for Each Completed Home Purchase</b></p> <ul style="list-style-type: none"> <li>– Final HUD-1 Settlement Statement (certified copy)</li> <li>– Executed AHP Promissory Note, Deed of Trust (certified copy), and Rider to the Deed of Trust</li> </ul>	<input type="checkbox"/>
Additional Requirements for Completed Projects	Completed
<p><b>14. Submit Documentation for Promotion of Empowerment and Community Stability Scoring Commitments</b>            Refer to Acceptable Forms for Verification of Promotion of Empowerment and Acceptable forms for Verification of Community Stability guidelines available on the <a href="#">Bank's website</a>.</p>	<input type="checkbox"/>
<p><b>15. Complete and submit AHP Certificate of Member Initial Monitoring Owner-Occupied form</b></p>	<input type="checkbox"/>

Any of the required information above that is not available at disbursement must be provided at Initial Monitoring, along with an updated AHP Owner-Occupied Financial Workbook.

Failure to provide the Bank with monitoring documents and other requested project information in a timely manner may result in remedial actions or other sanctions including, for example, temporary suspension of AHP disbursement for other approved projects or recapture of previously disbursed AHP subsidy.

If the Bank determines that the amount of subsidy awarded or funded to a project is not justified based on information requested by or made available to the Bank at any time during a project's development, the Bank may reduce the amount of subsidy awarded or recapture funds already disbursed.

**Certifications**

Sponsor signer certifies that their organization has not engaged in, and is not engaging in, *covered misconduct* as defined in Federal Housing Finance Agency's Suspended Counterparty Program regulation ([12 CFR part 1227: Section 1227.2 - Definitions](#)) and that it meets the criteria to be a Sponsor outlined in the Implementation Plan and is qualified and able to perform its responsibilities as committed to in the AHP Application for AHP subsidy funding the project.

Signers certify that all information and documentation provided for the disbursement request is true, accurate, and complete in all material aspects, and that the AHP subsidy received will be used in compliance with the AHP Direct Subsidy Agreement: Owner-Occupied, the AHP regulations set forth as 12 C.F.R. Part 1291, as amended from time to time, the approved AHP Application, and any approved changes to that Application.

**Member**

Member Signature	Date Signed
Member Name	Member Institution Name
Member Email Address	Telephone

**Note:** This form must be signed on behalf of the Member by one or two authorized signers, in accordance with the Member's authorizations on file with the Bank.

**Sponsor**

Sponsor Signature	Date Signed
Sponsor Signer Name	Sponsor Name
Sponsor Email Address	Telephone