

Request Requirements

- The contribution amount has a limit of \$125,000 per Member.
- Total Contribution Requested must be greater than or equal to \$10,000, up to the program limit per Member.
- Contribution Recipient Organization must be a Department of Housing and Urban Development (HUD)-approved counseling agency listed on page 4.¹
- The request must be received by Friday, September 30, 2022.

Instructions

1. Member completes this Certification and Disbursement Request (CDR) form.
2. Member emails completed CDR to outreach@fhlsf.com. The Bank will confirm receipt of the request and notify the Member and Contribution Recipient via email when the contribution request is approved and funded.
3. Contact the Community Investment Department at outreach@fhlsf.com with questions.

Member Institution Name

Contribution Recipient Organization Name

Total Contribution Requested
 \$

Member Contribution Amount (if applicable)
 \$

Member Contribution Date (if applicable)

Contribution Recipient Information

Contribution Recipient Contact Name		Title	
Address			
City		State	ZIP Code
Email Address		Telephone Number	

¹ The member may send an email to outreach@fhlsf.com to request the Bank’s consideration of a HUD-approved counseling agency in Arizona, California, or Nevada that supports or empowers Black homeownership that is not on the list.

Member Institution and Contribution Recipient Certification

This Member Institution and Contribution Recipient Certification ("Certification") is made by the above-named Member Institution ("Member") and Contribution Recipient ("Recipient") to the Federal Home Loan Bank of San Francisco ("Bank") in connection with the Total Contribution Requested above ("Contribution").

The undersigned, on behalf of the Member and Recipient, certifies that:

1. The individuals executing this Certification and Disbursement Request is an officer of the Member or Recipient duly authorized to make the representations contained herein.
2. The Recipient will use the Contribution to provide homeownership counseling services in the Bank's district of Arizona, California, and Nevada, as listed on the [HUD Housing Counseling Agency Activity Report \(9902 Form\)](#) within one year of receiving the Contribution.
3. The Member and Recipient will provide to the Bank the completed [HUD Housing Counseling Agency Activity Report](#) for all four quarters in the year following the date the Contribution was disbursed from the Member to the Recipient (example: if disbursement May 2022, Member & Recipient provide reports for Q3 2022 through Q2 2023). The Member and Recipient will provide the Report to the Bank by [the HUD-9902 due dates](#).
4. The information provided in this Certification and Disbursement Request (including, but not limited to, all attachments and related materials submitted by the Member in connection with this Certification and Disbursement Request) is true, accurate, complete, and correct.
5. Each of the Member and Recipient hereby agree and acknowledge that Recipient shall repay the Contribution to the Bank promptly upon the request of the Bank, if the Bank, acting in good faith, determines the Member or Recipient has failed to comply with any of the foregoing requirements.

Authorization

The Member hereby agrees to disburse the Contribution to the Contribution Recipient within thirty (30) days of receipt of the funds from the Bank and provide evidence, upon request, satisfactory to the Bank in its sole discretion, of such disbursements. If the Contribution is not disbursed to the Contribution Recipient within this deadline, the Member will return the Contribution to the Bank within fifteen (15) days after the deadline.

Member Institution Information

Member Institution Contact		Title	
Address			
City		State	ZIP Code
Email Address		Telephone Number	

Member Authorization

Name	Title
Authorized Signature	Date Authorized

This form must be signed in accordance with the Member's authorizations on file with the Bank.

Contribution Recipient Authorization

Name	Title
Authorized Signature	Date Authorized

FHLBank San Francisco Internal Use Only

Reviewed By	Date
Approved By	Date

Contribution Recipient Organizations

Bank District Area	HUD-Approved Housing Counseling Agency
AZ (Phoenix)	Chicanos Por La Causa Greater Phoenix Urban League Newtown CDC Trellis
AZ (Tucson)	Family Housing Resources Pima County Community Land Trust Primavera Foundation
CA (Central Valley)	NeighborWorks Sacramento Visionary Home Builders
CA (SF Bay Area)	Community Housing Development Corporation East Bay Neighborhood Housing Services Operation HOPE San Francisco Housing Development Corporation
CA (SoCal)	Neighborhood Housing Services of Los Angeles County Neighborhood Partnership Housing Services NeighborWorks Orange County New Economics for Women Operation HOPE Shalom Center for T.R.E.E. of Life Urban League of San Diego County Ventura County Community Development Corporation
NV (Las Vegas)	Chicanos Por La Causa Community Services of Nevada Money Management International Neighborhood Housing Services of Southern Nevada Nevada Partners Southern Nevada Regional Housing Authority