



Affordable Housing Program Subsidy Transfer Request Form

AHP Project # _____	Please mail or fax this completed form and all required checklist items (see attached) to: Federal Home Loan Bank Community Investment 801 Walnut Street, Suite 200 Des Moines, IA 50309 Fax 515-699-1270 Phone 1-800-544-3452, ext. 1173
Member Name _____	
Member # _____	
Project Name _____	
Draw # _____	
Draw Amount _____	

Disbursement Reconciliation:

Total AHP Award	
- AHP Disbursements Received to Date	
- Amount of this AHP Draw Request	
= AHP Balance Remaining to be Drawn	

I hereby request that the amount specified above be transferred into the Member's Federal Home Loan Bank of Des Moines Demand Deposit Account by the close of business on _____, 20____. Please note this form must be submitted to the Home Loan Bank at least two weeks prior to the requested date of disbursement.

Member Certification:

I certify all funds will be disbursed in accordance with the Affordable Housing Regulations of the Federal Housing Finance Board (12 CFR, Part 951) and in accordance with the terms and conditions of Member's Affordable Housing Program Application and Affordable Housing Program Agreement. Any interest earned on AHP funds must be returned to the Home Loan Bank's Affordable Housing Program fund. I further certify that I am authorized to draw down Affordable Housing Program funds or Home Loan Bank advances on behalf of the Member.

Printed Name and Title of Authorized Signer

Signature

Member Institution

Date

HOME LOAN BANK USE ONLY	
Reviewed for authorized member signature	<input type="checkbox"/> By: _____
Approved by: Federal Home Loan Bank of Des Moines	
Signed by:	_____
Signed by:	_____
Date:	_____



Affordable Housing Program Member's AHP Disbursement Checklist

Prior to Affordable Housing Program (AHP) disbursement, the documents listed on the applicable project checklist must be received and reviewed by the Federal Home Loan Bank of Des Moines. Please check the applicable boxes below to indicate submission and/or completion of each required item. Please refer to the "Rental Project Checklist" if you are requesting a disbursement of AHP funds for a rental project OR to the "Homeownership Project Checklist" if you are requesting a disbursement of AHP funds for a homeownership project. **Checklist items marked with an asterisk (*) must be submitted prior to the first draw request but are not required submissions for subsequent disbursements unless changes are made.** If you have any questions regarding the checklist items, please contact Bank staff at 1-800-544-3452, ext. 1173.

RENTAL PROJECT CHECKLIST	
*AHP Agreement The AHP Agreement must be fully executed and returned to the Home Loan Bank, with applicable conditions satisfied.	<input type="checkbox"/>
AHP Progress Report – Member The Member must be current on required progress report submissions.	<input type="checkbox"/>
*Sample AHP Retention Document <ul style="list-style-type: none"> • * Alternate form enclosed for Home Loan Bank review, or • Using sample Home Loan Bank approved form on website (no need to include): 	<input type="checkbox"/> <input type="checkbox"/>
Feasibility Review (Forms must be submitted with each Subsidy Transfer Request, even if no changes have been made since the time of application approval.) <ul style="list-style-type: none"> • Updated sources and uses of funds statement (See AHP App Exhibit III, applicable to all rental projects): • Updated cost breakdown form (See AHP App Exhibit III – B, applicable to all rental projects including rehabilitation and/or new construction costs): • Updated 15-year pro forma (See AHP App Exhibit IV, applicable to all rental projects): • Updated scope of work (see AHP App Exhibit XXIV, applicable to all rental projects including rehabilitation costs): 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

HOMEOWNERSHIP PROJECT CHECKLIST	
*AHP Agreement The AHP Agreement must be fully executed and returned to the Home Loan Bank, with applicable conditions satisfied.	<input type="checkbox"/> or <input type="checkbox"/> NA
AHP Progress Report – Member The Member must be current on required progress report submissions.	<input type="checkbox"/>
Feasibility Review (as applicable) Updated sources and uses of funds statement (See AHP App Exhibit III): Homeownership project worksheet (See AHP App Exhibit I – A): Sponsor provided financing worksheet (See AHP App Exhibit I – B):	<input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> NA <input type="checkbox"/> or <input type="checkbox"/> NA
Updated Spreadsheet (beginning with Draw #2) After review of the updated spreadsheet, Home Loan Bank staff will request certain closed loans to be reviewed prior to AHP disbursement.	<input type="checkbox"/> or <input type="checkbox"/> NA
*Sample AHP Retention Document (as applicable) Home Loan Bank approved form to be used (see website for current sample): Alternate form enclosed for Home Loan Bank review:	<input type="checkbox"/> or <input type="checkbox"/> NA <input type="checkbox"/> or <input type="checkbox"/> NA
*Marketing Materials (as applicable) Program income guidelines should be demonstrated.	<input type="checkbox"/> or <input type="checkbox"/> NA

NA = Not applicable